



Republic of the Philippines  
**PROCUREMENT DEPARTMENT**  
Quezon City Government



PO Number **2307002**

Date: **AUG 09 2023**

Procuring Unit	: HUMAN RESOURCE MANAGEMENT DEPARTMENT	Project Number	: HRMD-23-HLMF-0858
Company Name	: MS. V ENTERPRISES	Mode of Procurement	: 53.9
Address	: #6 Bayo Condotel & Suites, Scout Bayoran St., Cor. Scout Tuazon, Brgy. South Triangle, Quezon City	Resolution No.	: 23-A-158
Business Type	: Sole Proprietorship Registration #4918293	TIN Number	: 136-386-905-000
		Contact Number	: 0917-819-5910

Sir/Madam:

Please furnish this office the following articles subject to the terms and conditions contained here:

Place of Delivery : Upon end-user's instruction subject to proper coordination with CGSD

Delivery Schedule : Thirty (30) Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	3 DAYS AND 2 NIGHTS TEAM BUILDING (95 pax)  HOTEL ACCOMMODATION Room A Standard Room – Single/Double Sharing (3 rooms x 2 nights) Room B Superior Room – Quadruple Sharing (9 rooms x 2 nights) Room C Deluxe Room – 6 Sharing (3 rooms x 2 nights) Room D Deluxe Family Room – 10 Sharing (1 room x 2 nights) Room E Superior Family Room – 12 Sharing (1 room x 2 nights) Room F Villa Family Room – 14 Sharing (1 room x 2 nights)  FUNCTION ROOM RENTAL 3 days, with basic sound system, LCD projector, whiteboard  FOOD AND DRINKS (BUFFET) DAY 1 AM Snack - spaghetti with sliced bread, iced tea Lunch - pork sinigang, grilled fish, pork katsu, mixed veggies, coffee jelly, rice, fresh fruits, iced tea PM Snacks - ginataang bilo-bilo, turon, juice Dinner - crab and corn soup, green salad, plain rice, beef in mushroom sauce, fish in garlic and butter sauce, brownies, iced tea DAY 2 Breakfast – corned beef with potato, bacon, garden salad, pandesal egg, rice, fresh fruits, coffee AM Snack - Carbonara with Garlic Bread, Iced Tea Lunch – chicken tinola, pork adobo sa gata, fried	Lot	1	625,100.00	625,100.00

**MA. JOSEFINA G. BELMONTE**  
City Mayor

**VENUS T. TERRY** **AUG 14, 2023**  
Signature Over Printed Name of Supplier / Date

Funds Available:

**RUBY G. MANANGU**  
City Accountant

Approved Budget for the Contract : 627,000.00

OBR : 10.2023 - 09 - 6492



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	alumahan, halabos na gulay, rice, fruits in season, iced tea PM Snack - chicken sandwich, fries, iced tea Dinner - bulalo soup, sweet and sour pork, fish tempura, oriental veggies, salad, rice, drinks DAY 3 Breakfast - longganisa, ham, daing na bangus, garden salad, bread station, fresh fruits, coffee  TEAM BUILDING SERVICES - Service provider shall allow use of team building/ game/ sports facilities throughout the event. - Service Provider shall prepare a customized team building program and provide facilitators. Team building activities are subject to the approval of Quezon City Government Human Resource Management Department.  CONCESSION AND AMENITIES - Free Welcome Tarpaulin (4ft x 7ft, High Quality, 10oz tarpaulin with eyelets all sides) - Free use of one function room for 8 hours and standard conference equipment such as widescreen, whiteboard, LCD projector, and projector screen - Free pads and pencils during conference proper for 95 pax - Free flowing coffee during conference proper - Free wi-fi access at the rooms, lobby area, and function rooms - Free use of swimming pool and cottages  ***** Nothing Follows *****				

**Total Amount : 625,100.00**

**Total Amount In Words (Pesos):** Six Hundred Twenty-Five Thousand One Hundred Pesos Only

**MA. JOSEFINA G. BELMONTE**  
City Mayor



**VENUS T. TERRY** Aug. 14, 2023  
Signature Over Printed Name of Supplier / Date

**Funds Available:**

**RUBY G. MANANGU**  
City Accountant

**Approved Budget for the Contract : 627,000.00**

**OBR : 10.2023 - 07 - 6492**



## TERMS AND CONDITIONS

1. ALL PRICES INDICATED HEREIN ARE VALID, BINDING AND EFFECTIVE AT LEAST WITHIN THIRTY (30) CALENDAR DAYS FROM DATE OF RECEIPT.
2. AWARDEE shall be responsible for the source(s) of its supplies/materials/equipment and shall make deliveries in accordance with the schedule, quality and specification of the award and purchase order. Failure by the AWARDEE to comply with the same shall be a ground for cancellation of the award and purchase order issued to that AWARDEE and for re-awarding the item(s) to the ALTERNATE AWARDEE.
3. AWARDEE shall pick up purchase order(s) issued in its favor within three (3) days after receipt of notice to that effect. A telephone call, fax transmission or electronic mail (e-mail) shall constitute an official notice to the AWARDEE. Thereafter, if the purchase order(s) remains unclaimed, the said purchase order(s) shall be sent by mailing or courier, messengerial service to the AWARDEE. To avoid delay in the delivery of the requesting end-user's requirement, all DEFAULTING AWARDEES shall be precluded from proposing or submitting a substitute sample.
4. Subject to the provisions of the preceding paragraph, where AWARDEE has accepted a purchase order but fails to deliver the required product(s) within the time called for in the same order, the delivery period may be extended a maximum of fifteen (15) calendar days under liquidated damages to make good the delivery. Thereafter, if AWARDEE has not completed the
5. delivery within the extended period, the subject purchase order shall be cancelled and the award for the undelivered balance, withdrawn from that AWARDEE. The BAC-Goods and Services shall then purchase the required item(s) from such other source(s) as it may determine, with the difference in price to be charged against the DEFAULTING AWARDEE. Refusal by the DEFAULTING AWARDEE to shoulder the price difference shall be ground for its disqualification from future bids of the same items, without prejudice to the imposition of other sanction as prescribed under RA 9184 and its RIRR.
6. When the supplier fails to satisfactorily deliver goods/services under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the supplier shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, not by way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods/services scheduled for delivery for everyday of delay until such goods/services are finally delivered and accepted by the procuring entity concerned.
7. Rejected deliveries shall be construed as non-delivery of product(s)/item(s) so ordered and shall be subject to liquidated damages, subject to the terms and conditions prescribed under paragraph 4 hereof.
8. Supplier shall guarantee its deliveries to be free from defects. Any defective item(s)/product(s), therefore that maybe discovered by the **Quezon City Government** within three (3) months after acceptance of the same, shall be replaced by the supplier within seven (7) calendar days upon receipt of a written notice to that effect.
9. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.
10. As a pre-condition to payment, IMPORTANT DOCUMENTS specifically showing the condition and serial numbers of the imported equipment purchased should be submitted by the supplier to the **Quezon City Government**.
11. All transactions are subject to applicable withholding taxes in accordance with existing BIR rules and regulations.
12. Supplier shall furnish the End-user through the City General Services Department stockroom, the articles, described above;
13. The **Quezon City Government** reserves the right to accept or reject delivered articles if found not in conformity to the specifications, terms and conditions stipulated.
14. Provisions contained in Title VI, Book IV of the Civil Code of the Philippines on Sales are hereby incorporated and made as an Integral part hereof.
15. This contract shall also serve as **Notice to Proceed**, to take effect on AUG 14 2023 and to expire on -

CONFORME:

VENES T. TERRY  
SIGNATURE OVER PRINTED NAME

PROPRIETORS  
IN THE CAPACITY OF

AUG. 14, 2023  
DATE

Duly authorized to sign this Purchase Order for and on behalf of MS. V ENTERPRISES  
COMPANY NAME

**SUBSCRIBED AND SWORN** to before me, this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_, Philippines. Affiant personally known to me and were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiants exhibited to me his/her \_\_\_\_\_ with his/her photograph and signature appearing thereon with No. \_\_\_\_\_.

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

\*\*\*This Purchase Order shall be deemed invalid without Notary Seal (for project amounting to Php2,500,000.00 and above only)