



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2309149**

Purchase Order Date: **OCT 16 2023**

Procuring Unit : OFFICE OF THE VICE MAYOR
Company Name : DIMPERIO CATERING SERVICES
Address : #119 Banlat Road, Tandang Sora, Quezon City
Business Type : Sole Proprietorship Registration #05902729
Project Number : OVM-23-EM-1198
Mode of Procurement : Public Bidding
Resolution No. : 23-PB-660
TIN Number : 316-333-586-000
Contact Number : 09274071404

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 : Upon Request by the end-user not later than December 31, 2023
Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	Event and Flower Arrangement from the ground floor of the Legislative Building all the way to the Plenary Hall in the third floor, including all the stairs and the second floor atrium. A. Labor and mobilization: event designing and flower arrangement from the ground floor all the way to the third floor, including stairs and atrium; B. Transportation - use/rent of 3 vehicles for pickup and drop-off delivery items; C. Other expenses - repair/replacement of halogen lamps (230 volts, 50 watts, 60Hz) and other materials including those inside the plenary hall; D. Flower Arrangements: 1. Thai grass for all floors 2. Assorted green leaves 3. Pastel color roses; and E. Red Carpet from the ground floor all the way inside the session hall and the hallway connecting the Legislative Building to the High Rise Building.	lot	1	350,000.00	350,000.00
2	Customized invitations with VIP and Car Pass Vellum Board, laminated, size 8.4 inches (H) x 5.4 inches (W) x 250gsm: 1 set is composed of 4 pieces Inclusions: 1 - Invitation 1 - VIP Pass 1 - Car Pass 1 - Envelope Invitation Breakdown: A. Live Streaming - 300pcs B. Physical Attendance - 300pcs VIP Pass: A. Guests - 100pcs	piece	1,000	148.00	148,000.00

MA. JOSEFINA G. BELMONTE
City Mayor

Diego Imperio
Signature Over Printed Name of Supplier / Date

10/24/23

Funds Available:

Ruby G. Manangu
RUBY G. MANANGU
City Accountant

Approved Budget for the Contract : 1,452,000.00

OBR : 12 - 2023 - 10 - 10792



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3	Car Pass: A. VIP Guests – 50pcs B. Staff -150pcs C. Media – 50pcs D. Security – 50pcs CUSTOMIZED IDs ID Card Vellum Board Laminated Size: 4 inches (H), 2.75 inches (W) 65gsm with logo of Office of the Vice Mayor and City Council ZIP ID Case Transparent 7.4 inches (H), 4.6 inches (W) ID Lace Lanyard Sling ½ inch (W), 16 inches (L) Breakdown of Customized IDs: A. Security – 50pcs B. Media – 50pcs C. Staff-250pcs D. Guest – 50pcs	piece	400	120.00	48,000.00
4	TARPAULIN Vinyl Tarps with 340gsm/12oz thickness Full color print of the program design with logo Size: 9 x 7.25 ft. (108 x 87 inches)	piece	1	3,500.00	3,500.00
5	TARPAULIN Vinyl Tarps with 340gsm/12oz thickness Full color print of the program design with logo Size: 10 x 15ft (120 x 180inches)	piece	1	6,500.00	6,500.00
6	PHOTO COVERAGE Coverage of the activity/event which will include the following: Two (2) professional photographers; One (1) professional	lot	1	150,000.00	150,000.00

MA. JOSEFINA G. BELMONTE
City Mayor

Diego Imperio
Signature Over Printed Name of Supplier / Date

10/20/23

Funds Available:

Ruby G. Manangu
RUBY G. MANANGU
City Accountant

Approved Budget for the Contract : 1,452,000.00

OBR : *10.2023-1-1092*



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PO Number **2309149**

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7	videographer; with high resolution copies at least 12-megapixel and/or 4064x2704p resolution; drone and drone operator, drone shots of the session hall, inside and outside the legislative building; and will provide hard drive for shots (photo/video) of the entire event. VIDEO COVERAGE Coverage of the activity/event which will include the following: Three (3) Full HD Camera; HH system package with 1 day early set up and run through with the following equipment: 1.Camera with SDI/HDMI 1080p, 60fps output; three (3) fluid head tripods; 2.One (1) blackmagic design video switcher; 3.Two (2) HD master recorder; 4.One (1) portable audio mixer; 5.One (1) technical director; 6.Three (3) professional cameramen; 7. Two (2) production assistant; and 8.Will provide a hard drive containing a master copy of the entire program, all raw copies of the cameras and a 5-minute post event video presentation.	lot	1	150,000.00	150,000.00
8	MEALS BREAKFAST Clubhouse Sandwich with 350ml bottled water	pack	200	200.00	40,000.00
9	LUNCH Beef Teriyaki with Steamed Rice & brownie, with 350ml bottled water	pack	300	300.00	90,000.00
10	Baked Macaroni, Party Tray; good for 8 -10 pax	tray	60	1,200.00	72,000.00
11	Fried Chicken, party tray; good for 8-10 pax	tray	60	1,200.00	72,000.00
12	DINNER Bento Box Meal	pack	800	400.00	320,000.00

MA. JOSEFINA G. BELMONTE
City Mayor

Diego Imperio
Signature Over Printed Name of Supplier / Date

10/20/23

Funds Available:

Ruby G. Manangu
RUBY G. MANANGU
City Accountant

OBR: *10.2023-10-16392*

Approved Budget for the Contract : 1,452,000.00



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



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Business Type	: Sole Proprietorship Registration #05902729	TIN Number	: 316-333-586-000
		Contact Number	: 09274071404

Sir/Madam:

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Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	Inclusions: Chicken Barbeque, Beef Meatballs with Gravy, Pickled Vegetables, Steamed Rice, Brownies, and with 350ml Bottled Water ***** Nothing Follows *****				

Total Amount : 1,450,000.00

Total Amount In Words (Pesos): One Million Four Hundred Fifty Thousand Pesos Only

MA. JOSEFINA G. BELMONTE
City Mayor



Diego Imperio
Signature Over Printed Name of Supplier / Date

10/20/23

Funds Available:

Ruby G. Manangu
RUBY G. MANANGU
City Accountant

Approved Budget for the Contract : 1,452,000.00

OBR : 100-2023-A-10392

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 OCT 20 2023 and to expire on - DEC 31 2023.

CONFORME:

Diego Imperio
SIGNATURE OVER PRINTED NAME

proprietor
IN THE CAPACITY OF

10/20/23
DATE

Duly authorized to sign this Purchase Order for and on behalf of

DIMPERO CATERING SERVICES
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)**