



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2310002**

Purchase Order Date: **OCT 16 2023**

Procuring Unit	: CLIMATE CHANGE AND ENVIRONMENTAL SUSTAINABILITY DEPARTMENT	Project Number	: CLIMATE-23-EM-1423
Company Name	: V-PF CREATIVE MARKETING COMMUNICATIONS	Mode of Procurement	: Public Bidding
Address	: PM Apartment #24 Matalino St., Brgy. Central, Quezon City	Resolution No.	: 23-PB-662
Business Type	: Sole Proprietorship Registration #2787181	TIN Number	: 228-656-133-000
		Contact Number	: 7728-2744

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 November 30, 2023
Payment Term :	Credit		

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	<p>EXTENDED PRODUCER RESPONSIBILITY (EPR) SUMMIT</p> <p>The Project involves the management of a one-day event comprised of various activities that will include plenary and panel sessions as well as exhibits, among others. The event aims to:</p> <p>1) increase awareness on the EPR Law</p> <p>2) provide a platform for stakeholder collaboration</p> <p>3) showcase sustainable practices and products</p> <p>Scope of Works:</p> <p>1) Pre-event preparations and conduct of the community engagement activities for three days -which shall include, but not limited, to the following:</p> <p>a. Booking and reservation of the event venue for three hundred participants</p> <p>b. Mechanics, scheme, program and schedule for activities</p> <p>c. Rental of physical structures - such as but not limited to exhibit booths, panels, signage, stage design and backdrop</p> <p>d. Rental of technical equipment - such as but not limited to lights, sounds and video and screen equipment for events and activities</p> <p>e. Provide logistics, manpower and manage ingress and set up, egress and dismantling of physical structures, technical equipment and electrical fixtures</p> <p>f. Provide production team, creative and technical manpower for the event</p> <p>g. Source, recommend and hire local host and artists for the program</p> <p>h. Sourcing and coordination with exhibitors, plenary and panel speakers for the event and other relevant stakeholders</p> <p>i. Prepare tokens, certificates, and honoraria for the plenary and</p>	LOT	1	3,000,000.00	3,000,000.00

MA. JOSEFINA G. BELMONTE
City Mayor

Vicente Rado CV Fernandez 10/20/2023
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR :

Approved Budget for the Contract : 3,000,000.00



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	panel speakers 2) Social Media Ad - communicating and promoting the program to the target audience and the general public. Inclusions: HOTEL PACKAGE FOR 300 PARTICIPANTS VENUE FOOD - Unlimited coffee/tea and water - AM snacks: choice of sandwiches or pasta - Lunch - controlled buffet with at least the following: >1 Appetizer >1 Soup >1 Salad >2 Meat (Pork/Chicken/Beef) >1 Fish >2 Desserts - PM Snacks: choice of sandwiches/pasta/kakanin PRODUCTION TEAM AND OVER-ALL EVENT PRODUCTION Director Animations (2D/3D) Host Video & Photo Coverage Supplies (Duct Tape, Pens, Note Pads, Batteries among others) Event Manpower/Runners/Technical Team Meals (Lunch) Backdrop Design & Fabrication Art Installation Design & Fabrication Exhibit Booth Shells Design & Rental				

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	STAGE AND DESIGN Stage Design Reinforcement Foyer-set-up - Photo-wall - LED Banner INGRESS & EGRESS Trucking Services - Delivery & Pull Out of Event Materials to and from Van Services - Shuttling of Manpower for Ingress & Egress Ingress & Egress Manpower - Supervisors, Installers, Helpers, Runners - Crew logistical needs (Meals for morning and evening ingress and egress) - Materials & Supplies (Tape, pens, carpentry tools, batteries, among others) SOUND SYSTEM/ LIGHTS/ LED/ OTHER LOGISTICAL SET-UP A. LIGHTS LED PAR lights 10watts Moving Head Lighting control Electrical Requirements & Cable Ramps Creative Visual Controls B. AUDIO Speaker System JBL VRX or equivalent equipment Crank Stands Speaker Cables				

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	Distro Rack Monitors Wires and Cables Speaker Stand Consoles & Processors MIDAS M32 Full Midas Stage box Lot/s Belden CAT5 or equivalent equipment Playback Source Pioneer CDJ 350 Unit 12 chl Sub Mixer or equivalent equipment Signal source RF Microphone Wired Microphones 1 Lot SHURE SM 58, 57 1 Lot/s Standard Tripod/s or equivalent equipment C. MULTIMEDIA, VIDEO SYSTEM (LED Wall) 3- Sets P3 2.5m (H) x 3.5m (L) on 2ft riser Ledwall 1- ROLAND V40HD Video Mixer 1- HDMI Extender, HDMI Splitter 1- VIDEO MONITORS 1- NOVASTAR LED Processors 1- Laptop, Scaler Configuration 1- Lot Power Distribution System 1- Lot Wires and Cable Connectors or equivalent equipment D. RESOLUME or equivalent equipment				

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-	E. CAMERA HD SYSTEM 2- Panasonic HD Video Cameras with SDI output 3- Fluid head tripods 1- Black Magic design video switcher 1- HD Master recorder 1- Portable audio mixer 1- 24-inch HD quad monitor 1- Communications set HD-HDI video cables or equivalent equipment EVENT DAY LOGISTICS Exhibitors coordination Event day meals (for personnel - lunch) Communication and event day supplies and materials (batteries, pens, carpentry tools, extra cables for sound system, LEDs, among others) Van Rentals TOKEN & CERTIFICATES Environment friendly tokens/giveaways for speakers and attendees Set A -Tote bag with tumbler -Wooden spoon and fork with chopsticks (utensils) or Set B -Tote bag with plantable pencil -Leather Card holder -Notebook made from recycled paper Certificate - A4 parchment paper/ recycled paper				

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City Mayor

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	<p>Terms of Payment: 15% - Upon submission of the final venue, speaker and exhibitor line up, program and activities; 85% - After the successful conduct of the EPR Summit and upon submission of the post-event report.</p> <p>(With attached Terms of Reference which will form an integral part of this Purchase Order)</p> <p>***** Nothing Follows *****</p>				

Total Amount : 3,000,000.00

Total Amount In Words (Pesos): Three Million Pesos Only

MA. JOSEFINA G. BELMONTE
City Mayor



Vicente - Paolo V.T. Fernandez
Signature Over Printed Name of Supplier / Date

10/20/2023

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : 100-2023-10-10312

Approved Budget for the Contract : 3,000,000.00

TERMS AND CONDITIONS

15. This contract shall also serve as **Notice to Proceed**, to take effect on 09/20/2025 and to expire on -

ATTY RUBEN S. AZAÑES JR.
NOTARY PUBLIC IN QUEZON CITY
AM Admin. JCL. Comm. No. NR02E (2023-2024)
IBP O.R. No. 2387 (Jan. 2022), Ref. No. 46427
PTR No. 0429825 D-01-05-2023 / JNL 140-594-036-000
JCLE Corp. License No. VII-C018605 valid until 04-15-2025
Subject to Php2,500,000.00 and above only)

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