



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2310081**

Purchase Order Date: **NOV 06 2023**

Procuring Unit	: OFFICE OF THE CITY MAYOR (PERSON WITH DISABILITY AFFAIRS OFFICE)	Project Number	: OCM(PDAO)-23-HLMF-1238
Company Name	: ARS TOURS & CONVENTION	Mode of Procurement	: Public Bidding
Address	: 1031 North Residences Tower, 2021 Edsa Cor. Lanutan St., Veterans Village, Quezon City	Resolution No.	: 23-PB-722
Business Type	: Sole Proprietorship Registration #2269340	TIN Number	: 236-487-703-000
		Contact Number	: 09393739346

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 until December 31, 2023

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	Forum for Medical Specialist and Medical Institution on Disability One (1) day forum for One Hundred Fifty (150) Medical Specialist PACKAGE INCLUSION: - Airconditioned Function Room w/ Air Purifiers - With chairs and tables - Conference facilities: Sound system w/ CD player and microphone/ white screen with markers and eraser/flip chart/ rostrum/ podium - Complimentary memo A4 sized paper and pencil No. 2 - With Managed coffee station with disposable cups - With free welcome drinks and welcome one (1) tarpaulin size: 4ft x 5ft - With Personal accident insurance coverage Government Taxes FOODS AND DRINKS (AM Snacks, Lunch and Dinner) AM Snacks: Spaghetti with Meat Sauce (with Sliced Bread) served with One (1) Round of Iced Tea Lunch: Chicken cordon Bleu, Beef w/ broccoli, plnakbet, hash brown, mushroom soup, steam rice, chef's salad, dessert, iced tea / juice PM Snacks: Pancit with Clubhouse Sandwich served with One (1) iced tea / juice	package	1	243,150.00	243,150.00
2	T-shirt Product: Polo Shirt, Color: White, Size: S-3XL, Material: Polyester fabric, Design: Customize, Thickness: Regular with QC and PDAO logo (4-inch x 4-inch) with printed text	pc	150	600.00	90,000.00

MA. JOSEFINA G. BELMONTE
City Mayor

Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : 11-2023-10-11244

Approved Budget for the Contract : 497,175.00



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3	Tarpaulin (to be used in the conference room for the backdrop) - One (1) pc. of tarpaulin 9ft x 6ft with QC Logo, 1mm, printed text	pc	1	900.00	900.00
4	Customized Tote Bag color white, 12 x 14 size with QC and PDAO Logo	pc	150	208.00	31,200.00
5	Customized Lanyard, 36 inches, with text	pc	150	84.50	12,675.00
6	Customized Travel Straw Mug 600 ml, with QC and PDAO Logo	pc	150	605.00	90,750.00
7	TRAINING KIT - Plastic Envelop with push lock mechanism for easy handling A4 size Steno notebook, size: 148 x 200, assorted colors with plastic cover, 50 leaves Marker permanent, waterproofing, instant drying, bullet tip, black Ballpen, retractable, black. Pen Tip Size: 0.7 mm	kit	150	190.00	28,500.00
***** Nothing Follows *****					

Total Amount : 497,175.00

Total Amount In Words (Pesos): Four Hundred Ninety Seven Thousand One Hundred Seventy-Five Pesos Only

MA. JOSEFINA G. BELMONTE
City Mayor



Arment R. Sumera 11/7/23
Signature Over Printed Name of Supplier / Date

Funds Available:

Ruby G. Manangu
RUBY G. MANANGU
City Accountant

Approved Budget for the Contract : 497,175.00

OBR : *NO-2227-16. 11294*

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 NOV 07 2023 and to expire on - DEC 31 2023.

CONFORME:


SIGNATURE OVER PRINTED NAME

PROPRIETOR
IN THE CAPACITY OF

11/7/23
DATE

Duly authorized to sign this Purchase Order for and on behalf of ARIS TOURS AND CONVENTION
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)**