



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2310112**

Purchase Order Date: **NOV 07 2023**

Procuring Unit	: CLIMATE CHANGE AND ENVIRONMENTAL SUSTAINABILITY DEPARTMENT	Project Number	: CLIMATE-23-CS1-0631D
Company Name	: ANEMONE CATERING SERVICES	Mode of Procurement	: 53.1
Address	: 32 Batay Street, Kaunlaran, Quezon City	Resolution No.	: 23-A-258
Business Type	: Sole Proprietorship Registration #4524149	TIN Number	: 274-800-669-000
		Contact Number	: 09569751124

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	Climate Camp / 1 Million Tree Commitment and Tree Planting Activity Urban Nature Declaration				
1	Lunch	pack	650	200.00	130,000.00
2	Grilled fish with corn and carrots, banna, bottled water 350ml				
2	Snacks (AM/PM)	pack	1,300	180.00	234,000.00
	Chicken Ceasar Wrap, bottled water 350ml				
	Chicken pesto pasta, bottled water 350ml				
3	Snacks	pack	250	180.00	45,000.00
	Chicken/fish burrito, bottled water 350ml				
4	Purified Drinking Water	pc	20	70.00	1,400.00
	5 gallon container				
5	Sintra Board	pc	4	155.00	620.00
	6feet x 8feet with event title and QC and Office Logo				
	Tree Tagging Project / Apugan Cave Visit				
6	Laminating Film	ream	20	275.00	5,500.00
	Laminating Film, 125 micron, A4 size, 100 sheets/Ream				
7	Nylon Thread	roll	3	80.00	240.00
	1mm diameter, 100m/roll, fishing line type				
8	Caving Helmet	pc	5	5,000.00	25,000.00
	Half-covered, ABS shell material, EPS liner material, outdoor climbing sports				
9	Caving Head Lamp	pc	5	700.00	3,500.00
	LED bulbs, waterproof, adjustable brightness, AA Battery				
	Tree Tagging Project / Apugan Cave Visit & Coordination / Healthy Public Food Procurement Policy Training				

MA. JOSEFINA G. BELMONTE
City Mayor

Jesusa Salazar 11/8/2023
Signature Over Printed Name of Supplier / Date

Funds Available:

Ruby G. Manangu
RUBY G. MANANGU
City Accountant

OBR : 100 - 2023-10 - 11299

Approved Budget for the Contract : 744,787.00



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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
10	Snacks (AM/PM) BLT Sandwich (wheat bread), fresh fruit, bottled water 350ml	pack	240	180.00	43,200.00
11	Lunch fried fish, lumpiang sariwa, fresh fruit, brown rice, bottled water 350ml	pack	90	200.00	18,000.00
12	Signage (Sintra Board) size: 3 ft. x 4 ft., thickness: 3 mm. Apugan Cave Visit / Coordination	pc	2	140.00	280.00
13	Snacks (AM/PM) BLT Sandwich (wheat bread), fresh fruit, bottled water 350ml	pack	610	180.00	109,800.00
14	Lunch Chicken Inasal with atchara, pinakbet, banana cupcake, brown rice bottled water 350ml	pack	15	200.00	3,000.00
15	Ref Magnet 8.5cm x 5,5cm	pc	200	72.00	14,400.00
16	Signage (Sintra Board), size: 3feet x 4feet, thickness: 3mm	pc	2	140.00	280.00
17	Lunch Beef Broccoli, vegetable okoy, banana, brown rice, bottled water 350ml	pack	500	200.00	100,000.00
18	Apugan Cave Visit First Aid Kit Package Content: First Aid Pouch, 8inches x 3inches x 5inches (1pc) Band Aid (10pcs) Alcohol Swab (6pcs) Iodine Cotton Swab (5pcs) Rubber Tourniquet (1pc)	set	2	550.00	1,100.00

MA. JOSEFINA G. BELMONTE
City Mayor

Jessylyn S. Diaz 11/8/23
Signature Over Printed Name of Supplier / Date

Funds Available:

Ruby G. Manangu
RUBY G. MANANGU
City Accountant

OBR : 100 - 2023 - 10 - 11299

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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
19	Elastic Bandage Roll (1roll) Cotton Balls (10pcs) (or equivalent to 1pack of 10g) Sterile Gloves (4pcs or 2pairs) Surgical Tape (1pc) Scissors (1pc) Cotton Buds (12pcs) Tweezers (1pc) 8ply Sterile Gauze Sponge, 4x4 (3pcs) Instant Cold Ice Pack (2pcs) Apugan Cave Coordination Poster, 12inches x 18inches, 148gsm poster paper, single side print, full color Terms of Payment : Upon every completed delivery per activity ***** Nothing Follows *****	pc	200	43.00	8,600.00

Total Amount : 743,920.00

Total Amount In Words (Pesos): Seven Hundred Forty-Three Thousand Nine Hundred Twenty Pesos Only

MA. JOSEFINA G. BELMONTE
City Mayor



Signature Over Printed Name of Supplier / Date

Jessilyn S. Solorza 11/8/23

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : 100-2023-10-11299

Approved Budget for the Contract : 744,787.00

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 08 2023 and to expire on - DEC 31 2023.

CONFORME:

Jasmya Salazar
SIGNATURE OVER PRINTED NAME

Procurement
IN THE CAPACITY OF

11/8/23
DATE

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