



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2310178**

Purchase Order Date: **OCT 31 2023**

Procuring Unit : OFFICE OF THE CITY MAYOR Project Number : CONSO-23-EM-1629
Company Name : SKAIWEL TRADING AND SOLUTIONS INC. JOINT VENTURE WITH LXS TRADING Mode of Procurement : Public Bidding
Address : 2909 Suntrust Capitol Plaza Matalino St., Brgy. Central, Quezon City Resolution No. : 23-PB-838
Business Type : Corporation Registration #2021120036840-05/ Sole Proprietorship Registration #1441303 TIN Number : 604-792-154-00000/ 238-643-432-000
Contact Number : 09164135047

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
5	Program: Production team- Overall Director Light Director; Audio Tech/Spinner Stage Director Assistant Stage Director; Stage Manager Video Director Resolume Operator; 10 Prod Asst; Cammate Operator Prod Manager Graphics Designer. Host- Giru Mercado; Reilynfer Pena Inclusive of 3 pre-production meetings and final production meetings.	package	1	450,000.00	450,000.00
6	Live streaming and documentation- 4 Live streaming videographers; OBS Studio Operator Video Switch Operator /Director; 4 long range video transmitter Video monitors (Atem and video out); Atem Mini Pro; laptop Alienware; same day editing; Internet provider (Aggregator); 3 camera Sony A7iii rentals (Rigged); 1 Blackmagic 6k (Center cam); 2 Ronin Rs3 Pro Rental; 2 Professional tripod rentals; graphics editing; 3 Asst./support; 3 video monitors; long SDI/HDMI cord; drone, DJI Air 2s; 1TB hard disk; 7x Comset.	package	1	350,000.00	350,000.00
7	Crew meal- Event Stylist (whole day meal); sounds and lights (whole day meal); sound and lights (on the day); on the day Coordinators.	package	1	56,000.00	56,000.00
***** Nothing Follows *****					

Total Amount : 4,144,000.00

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

MA. JOSEFINA G. BELMONTE
City Mayor



RENIEL COLK
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : 100 - 2023 - 10 - 11422

Approved Budget for the Contract : 4,144,366.00



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1	STATE OF THE CITY ADDRESS - CHILDREN'S REPORT Quezon City Memorial Circle (QCMC) Sounds, Lights, LED, Video and Staging: Audio system- 1 unit Midas M32 or Venue or SC48 with digital snake; 8 units Nexa Stm M28 with flying hardware on Truss; 6 units sub; 8 units stage monitors; 1 set CDJ for playback; 8 units wireless microphone Urx; 1 lot microphone stand; 1 lot Mic cables/signal cable; 1 lot extension/power cords. Lighting system- 1 unit lighting board Avolites; 7 units moving heads; 24 units LED Par Rgb; 4 stormy lights; 1 unit Follow Spot; 1 unit haze machine, 4 T-bar stand. Video system- 4 UNITS 9ft. x 12ft. LED wall combine (9ft.) x 72ft.): LED tracking system: 5ft. High platform; 1 unit video switcher; scan converter; LED processor; 2 HD camera for live feed with tripod; 20ft. Cammate with accessories; TV monitor touch control pad; video accessories; audio interface; Alien ware laptop; TV monitors; 8 set Comset. Staging system- 1 set 12ft. x 32ft. x 2ft. acrylic stage; 2 sets Riser 2ft. Power system- 1 unit 150kVa generator set with fuel; 1 unit Mainline cable; 1 lot junction boxes Trusses system- 1 set 30ft. frontal trusses to be hang Venue dress-up- (1) photo wall side elements rigged with trusses and scaffolding for safety support painted with red/green/white as part of the theme 'The factory'; most part is tarpaulin of event title "State of the City- Children Report", "Kalusugan, Kaisipan, Kapakanan ng Bawat Bata ang Ating Tutukan"; (2) life size 3D figures of colorful letter box, toy soldier, bears, smurfs, and other characters in a toy factory theme occasions; (3) toy factory design grand entrance arc, own fabricated design to fit in QCMC basketball	package	1	2,458,000.00	2,458,000.00

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	court entrance gate, mix with elements/3D figures/Styrofoam fabrication and paintings; (4) stage design in collaboration with Tech team, custom frame design for Led Walls in line with Event Theme "Toy Factory", the stage is like the production area for toys so the whole area comprises of toys, gears, machine, candies and other stuff custom made for this event; (5) moving /motorized design (like rotating gears); (6) activity area for kids, grass carpet 60ft. X 30ft.; colorful rubber mat/10 wood tables and 100 set of coloring books and crayons; (7) grass wall in different area of basketball court (comfort room/wash area/walls); (8) red carpet connecting entrance and stage; (9) red carpet cover on stage; (10) grass with flower covering the whole court. Pre-production- Theme conceptualization; floor plan layout and mood board; 1 month preparations with meetings; set-up (2 days) and set down; manpower trucking/logistics; crafting of photo wall elements (25 days). Ventilation- Iwata cooler (12 pieces); Logistics; manning, handling and support. Chairs and tables rentals- chairs with white cloth cover (1,500 pieces); tables with cloth cover (12 pieces): Tiffany chair (40 pieces); Logistics/trucking; Ingress and Egress.				
2	Pre-program entertainers- (1) balloon making show (3 man show): Tectonix (2) Magician Leosini.	package	1	110,000.00	110,000.00
3	Packed meals for guests and participants- grilled chicken; marbled potato; rice; cake slice; water-packed in bag containers, wooden utensils, kraft paper bags.	package	1	570,000.00	570,000.00
4	Planning and coordination- initial floor plan and design; client and suppliers coordination and meetings; suppliers ingress supervision, set-up coordination and safety management; suppliers egress supervision and turn over on the day client program coordination.	package	1	150,000.00	150,000.00

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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 31 2023 and to expire on - OCT 31 2023.

CONFORME:

RENIEL COLIS
SIGNATURE OVER PRINTED NAME

OWNER
IN THE CAPACITY OF

OCT 31, 2023
DATE

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