



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2311009**

Purchase Order Date: **NOV 08 2023**

Procuring Unit	: OFFICE OF THE CITY MAYOR (GAD COUNCIL OFFICE)	Project Number	: OCM(GAD)-23-EM-1627
Company Name	: MULTIMEDIA EXPONENTS INC.	Mode of Procurement	: Public Bidding
Address	: 236 N. Domingo St., Brgy. Corazon De Jesus, San Juan City	Resolution No.	: 23-PB-847
Business Type	: Corporation Registration #A199818129	TIN Number	: 201-453-023-000
		Contact Number	: 09178726637

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 : Thirty (30) Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	<p>NATIONAL CAPITAL REGION GENDER AND DEVELOPMENT SUMMIT 2023</p> <p>PROJECT DESCRIPTION</p> <p>Management of a one-day conference that will gather Gender and Development (GAD) Officers of different local government units in Metro Manila, Quezon City officials and Subject Matter Experts. This project will require an event management bidder who will plan and execute the "NCR GAD Summit 2023" hosted by Quezon City. The event will tackle discussions and best practices on gender equality, inclusivity in homes, communities and workplaces. It will provide a platform for different LGUs to connect, share experiences, and collaborate on gender-related projects and initiatives. The summit will also be a venue for Quezon City to showcase its programs and initiatives addressing gender-based issues, while reinforcing the city's position at the forefront of Gender Development and Inclusivity.</p> <p>The project shall have the following components:</p> <p>a. Pre-Event Activities: Prepare the Quezon City Government project stakeholders for their roles in the Summit; Event planning; source and coordinate with subject matter experts, partners, speakers; promote the event to participants.</p> <p>b. Event Proper: Create an effective event program that will deliver the objectives of the project.</p> <p>c. Collaboration: Maximize the City's existing projects, initiatives, and resources to maximize the effectiveness and efficiency of the Summit.</p>	lot	1	5,000,000.00	5,000,000.00

MA. JOSEFINA G. BELMONTE
City Mayor

BERNADETTE C. BERNABE 11-8-2023
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : no. 2023-11-17-77

Approved Budget for the Contract : 5,000,267.00



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	<p>d. Awareness Activities: Promote the event to target audience and enjoin their participation and support</p> <p>SCOPE OF WORK</p> <p>A. Project Proposal</p> <p>The Project Proposal of the bidder should contain an Event Plan composed of Pre-event preparation activities, Event Proper Activities, Post-Event Reportorial Activities adhering to the guidelines stated above.</p> <p>a. Awareness Generation Plan;</p> <p>b. Venue plan, layout, capacity, designs and digital scale models;</p> <p>c. Creative designs and prototypes of proposed collaterals to be used in the program;</p> <p>d. Table of Organization for the project;</p> <p>e. Itemized cost estimate for the planning and execution of the project (to include event venue, giveaways, technical requirements, materials, logistics, manpower, service fees, field expenses, logistics, applicable taxes, etc.)</p> <p>Deliverables</p> <p>a. Conceptualize, plan, and execute the activities of the NCR Gender and Development Summit 2023 from pre-event, event proper, and awareness-generation in close coordination with the Quezon City Gender and Development Council Office Department.</p>				

MA. JOSEFINA G. BELMONTE
City Mayor

BERNABETTE C. BERNABE 11-8-2023
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : Mr. DLR n. 1167A

Approved Budget for the Contract : 5,000,267.00



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Address : **236 N. Domingo St., Brgy. Corazon De Jesus, San Juan City** Resolution No. : **23-PB-847**
Business Type : **Corporation Registration #A199818129** TIN Number : **201-453-023-000**
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	<p>Event Date: November 10, 2023 Venue: Event Place in Quezon City</p> <p>b. Form a Project Management Team and with their requirements with professional, competent staff to manage, coordinate, oversee the preparatory, actual, and post-event operations, merchandising collaterals, physical structures, technical equipment, logistical requirements and other elements related to the Summit.</p> <p>c. The Project Management Team shall coordinate with different departments of the Quezon City Government for support.</p> <p>d. Provide the following for the project:</p> <ul style="list-style-type: none">• Mechanics, scheme, and schedule for activities• Designs of merchandising collaterals• Copywriting of content on merchandising collaterals• Production of merchandising collaterals• Rental of physical structures -such as but not limited to stage, photo area, exhibits and backdrop for event programs, and others• Rental of technical equipment - such as but not limited to lights, sounds and video equipment for events and activities• Provide logistics, manpower and manage ingress and set up, egress and dismantling of merchandising collaterals, physical structures, technical equipment and electrical fixtures.• Sourcing and coordination with conference speakers, partners, and resource persons• Sourcing of event giveaways.• Provide production team, creative and technical manpower for the events.				

MA. JOSEFINA G. BELMONTE
City Mayor

BERNADETTE G. BERNARDE 11-8-2023
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : **11-11-2023**

Approved Budget for the Contract : 5,000,267.00



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	<ul style="list-style-type: none">Source, recommend and hire local hosts and talents for program related activities.Plan and implement awareness generating activities for the purpose of communicating and promoting the event to the target audience. <p>***with attached Terms of Reference which will form an integral part of this purchase order***</p> <p>***** Nothing Follows *****</p>				

Total Amount : 5,000,000.00

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

MA. JOSEFINA G. BELMONTE
City Mayor



BERNETTE G. BERNABE 11-8-2023
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : **Mr. Bernabe 11-8-2023**

Approved Budget for the Contract : 5,000,267.00

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 08 2023

CONFORME:

Bernabette C. Berrabe
SIGNATURE OVER PRINTED NAME

General Manager
IN THE CAPACITY OF

11-8-2023
DATE

Duly authorized to sign this Purchase Order for and on behalf of MULTIMEDIA EXPONENTS INC.
COMPANY NAME

SUBSCRIBED AND SWORN to before me this NOV 08 2023 day of NOV, 2023 at Quezon City, 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 PASSPORT with his/her photograph and signature appearing thereon with No. P3711043B out 31.2019 issued date

Doc. No. 114
Page No. 24
Book No. 11
Series of 2023

ATTY. ROSALINDA ADRIANO MONTEREGRO
NOTARY PUBLIC IN QUEZON CITY
My Commission expires on Dec. 31, 2023
Adm. Matter No. NP-113 (2022-2023)
PTR No. 4070442-01/03/2023-QC
IBP OR No. 236308-01/03/2023-QC Roll No. 68456
Notary Seal No. 2021572, 14 April 2025
Unit 312 Bldg. 137 Marikina St. Brg. San Juan, Marikina City

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