



Republic of the Philippines  
**PROCUREMENT DEPARTMENT**  
Quezon City Government



PO Number **2401102**

Purchase Order Date: **JAN 16 2024**

Procuring Unit : <b>QUEZON CITY TOURISM DEPARTMENT</b>	Project Number : <b>QCTD-24-EM-0122</b>
Company Name : <b>ANEMONE CATERING SERVICES</b>	Mode of Procurement : <b>Public Bidding</b>
Address : <b>32 Batay Street, Cubao, Quezon City</b>	Resolution No. : <b>24-PB-088</b>
Business Type : <b>Sole Proprietorship Registration #4524149</b>	TIN Number : <b>274-800-669-000</b>
	Contact Number : <b>09175462688</b>

**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 :** Sixty (60) Calendar Days

**Payment Term :** Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	4 Audiocenter Dual D18 Powered Subwoofer, 10 D15 Powered Stage Monitor Speaker, 4 Neusch D18 Subwoofer, 1 Crell CA20 Power Amp, 1 Subwoofer Management, 1 Box Signal Cables, 1 Box Extension Wires, 2 Hanging Rig  LIGHTS SYSTEM: 1 Avolites Light Controller, 2 Haze Machine, 2 DMX Splitter, 12 Mac Aura, 6 RGBW Cove Blinder, 12 Sharpy Beam, 24 Aerolites RGBWA LED Par, 12 Aerolites Amber/white LED Par, 1 12-channel Power Distro, 1 75-meter Mainline  LED WALL: 2 set (9ft x 12ft) P3 LED wall, 2 set LED wall riser, 1 video processor, 1 sender box, 1 laptop for presentation, 1 box patch/signal cable, 1 unit 12-channel power distro, 75 meters #10 royal cord for main line  STAGE AND ROOFING: 1 set Vinyl stage (20ft. x 36ft.), 4 Chain block, 30ft.x40ft.x20ft. Dome Truss Roofing Clear, 150 KVA Genset  BAND EQUIPMENT: 1 Drumset, 2 Guitar Amp, 1 Bass Amp, 1 Keyboard Amp, 1 Keyboard Stand, 2 DI Box  Package includes transportation, installation and technical aides				
12	Rental of Outdoor event tent, size: 12ft x 12ft., inclusive of delivery charges, and manpower to install and dismantle the same	pc	20	5,000.00	100,000.00
13	Rental of Monoblock Chair: medium size, no arm rest, with cover	set	1,000	45.00	45,000.00
14	Rental of Tables 3ft. x 8ft. Rectangular table with pleated cloth cover	set	80	650.00	52,000.00

**Total Amount : 1,923,500.00**

**Total Amount In Words (Pesos):** One Million Nine Hundred Twenty Three Thousand Five Hundred Pesos and 00/100 Only

**MA. JOSEFINA G. BELMONTE**  
City Mayor



*Jessilyn Salazar*  
Signature Over Printed Name of Supplier / Date  
1-16-24

**Funds Available:**

*Manang*  
**RUBY G. MANANGU**  
City Accountant

**Approved Budget for the Contract : 1,924,500.00**

OBR : *10-2024-01-94*



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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	Packed Meal - steamed rice/ fried rice, one viand (choice of chicken inasal, chicken adobo, chicken curry, chicken afritada, grilled pork chop, pork steak, pork katsu, pork caldereta) one vegetable dish (choice of lumpiang sariwa, pinakbet, chopsuey, stir fried vegetables, ensaladang talong), fresh fruit, carton-packed drinking water/ healthy juice drink minimum of 240ml	pack	500	320.00	160,000.00
2	Packed Snack: (AM) One pasta/ noodles (choice of Cheesy Baked Macaroni, Baked Spaghetti, Baked Lasagna, Spaghetti Bolognese, Spaghetti with Tetrazzini, Linguine Carbonara, Linguini with Pesto Sauce, Sotanghon Guisado), carton-packed drinking water/ healthy juice drink minimum of 240ml	pack	500	140.00	70,000.00
3	Packed Snack: (PM) One pasta/ noodles (choice of Cheesy Baked Macaroni, Baked Spaghetti, Baked Lasagna, Spaghetti Bolognese, Spaghetti with Tetrazzini, Linguine Carbonara, Linguini with Pesto Sauce, Sotanghon Guisado), carton-packed drinking water/ healthy juice drink minimum of 240ml	pack	500	140.00	70,000.00
4	Band Performers/ Solo Artists	package	1	300,000.00	300,000.00
5	Lanterns: metal structure covered with plastified paper (blended with fabric fibers), 23cm diameter x 45cm height x 230cm width	pc	100	1,000.00	100,000.00
6	Souvenir item: customized round neck shirt, customized design, with QCG and QCTD logos, full color silk-screen printing, 100% cotton, sizes: small up to 3XL	pc	500	500.00	250,000.00
7	Pyrotechnics, duration of 4 - 5 minutes, including handling and professional services	package	1	199,000.00	199,000.00
8	Tarpaulin made of quality material, 1mm x 3ft x 9ft. waterproof, with wooden frame	pc	75	1,500.00	112,500.00
9	Tarpaulin made of quality material, 1mm x 4ft x 8ft. Waterproof	pc	2	2,500.00	5,000.00
10	Tarpaulin made of quality material, 1mm x 16ft x 8ft. Waterproof	pc	2	5,000.00	10,000.00
11	Rental of stage board, LED Wall, Lights and Sound System AUDIO SYSTEM: 1 X32 Digital Audio Mixer, 1 Pioneer DDJ SB3 Mixer, 1 Laptop for Playback, 4 Wireless Mic, 8 Wired Mic, Microphone Stands, 4 Wireless Communication Headset, 1 Stage Rack, 12 Audiocenter Dual 10 Line Array Powered Speaker,	package	1	450,000.00	450,000.00

**MA. JOSEFINA G. BELMONTE**  
 City Mayor

*Jessilyn Salazar*  
 Signature Over Printed Name of Supplier / Date **1-16-24**

**Funds Available:**

*Ruby G. Manangu*  
**RUBY G. MANANGU**  
 City Accountant

**Approved Budget for the Contract : 1,924,500.00**

OBR : **10-2024-01-94**

**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 JAN 16 2024 and to expire on - MAR 16 2024

CONFORME:

Jessilyn Galazor  
SIGNATURE OVER PRINTED NAME

Proprietress  
IN THE CAPACITY OF

1-16-24  
DATE

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

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