



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2402005**

Purchase Order Date: **MAR 01 2024**

Procuring Unit : OFFICE OF THE CITY MAYOR (GAD COUNCIL OFFICE) Project Number :OCM(GAD)-24-EM-0235
Company Name : MULTIMEDIA EXPONENTS INC. Mode of Procurement : Direct Contracting (A)
Address : 236 N. Domingo St., Brgy. Corazon De Jesus, San Juan City Resolution No. :24-A-016
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 : Upon request of the End-User until March 31, 2024

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	<ul style="list-style-type: none">•Venue styling and stage designs•Rental of physical structures such as but not limited to backdrops, photo walls, signage for event programs and others•Rental of technical equipment such as but not limited to lights, sounds and video equipment, LED screens for events and activities•Provide manpower and logistics to manage ingress, installation and egress of physical structures, technical equipment and electrical fixtures.•Provide production team, creative and technical manpower for events•Source, recommend and hire local host or talents needed for the program <p>With attached Terms of Reference as an integral part of this Purchase Order</p>				

Total Amount : 8,000,000.00

Total Amount In Words (Pesos): Eight Million Pesos and 00/100 Only

MA. JOSEFINA G. BELMONTE
City Mayor



BERNADETTE BERNABE 3-1-2024
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : W. 2024 Q. 01577

Approved Budget for the Contract : 8,000,000.00

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 MAR 01 2024 and to expire on - MAR 31 2024.

CONFORME:

BERNADETTE BERNABE
SIGNATURE OVER PRINTED NAME

GENERAL MANAGER
IN THE CAPACITY OF

3-1-2024
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 01 MAR 2024 day of 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 _____ with his/her photograph and signature appearing thereon with No. _____.

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Book No. 14
Series of 2024

ATTY. RIZAL JOSE F. VALMORES
Notary Public for Quezon City
Adm. Matter No. 153 until Dec 31, 2024
PTR No. 5091994D/01-02-2024/Q.C.
UPP No. 329024/12-15-2023/Q.C./Roll No. 28435
MCLE No. VII-0030835/09-08-2023
Add: Room 201 Margarita Bldg.
Matalino St. cor. Masikap Ext. Central Dist. Q.C.

***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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	materials, installation, event technical requirements, show talents, event personnel, logistics, service fees, field expenses, applicable taxes, etc. - B. Deliverables - a. Conceptualize, plan and execute the merchandising and decor for the National Women's Month 2024 Kick Off event - b. Conceptualize, plan and execute the staging of the Kababaihan Festival - Song and Dance Competition, in close coordination with the Quezon City Gender and Development Council Office. - Event Date: Between March 4 to 23, 2024 - Venue: Quezon City Hall for the Kick Off - Maghinawa Street or a designated event place within Quezon City for the Kababaihan Festival - c. Form a project Management Team composed of professional, competent staff to manage, coordinate, oversee the preparatory, actual and post event preparations, physical structures, technical equipment, logistical requirements and other elements related to National Women's Month. - d. The project management team shall coordinate with different departments of the Quezon City Government for support. - e. Provide the following for the project - •Original Concept - •Mechanics, scheme and schedule of activities -				

MA. JOSEFINA G. BELMONTE
City Mayor

BERNADETTE BERNABE 3-1-2024
Signature Over Printed Name of Supplier / Date

Funds Available:
RUBY G. MANANGU City Accountant
Approved Budget for the Contract : 8,000,000.00
OBR : NO. 2024-02-0157



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2402005**

Purchase Order Date: **MAR 01 2024**

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1	<p>WOMEN'S MONTH CELEBRATION 2024</p> <p>PROJECT DESCRIPTION</p> <p>Management of an event that shows the importance of women empowerment; giving extra attention to women's issues and allowing their demands to be considered as much as men's; promoting gender equality; and providing women a venue to showcase their talents.</p> <p>The program shall have the following components.</p> <p>a. KICKOFF: Prepare the Women and LGBTQ community of Quezon city for the month-long Women's Month activities by designing, producing and installing merchandising materials, decor and photo area in the tent and path walk of the Quezon city hall</p> <p>b. KABABAIHAN FESTIVAL: Song and Dance Competition among the women of 142 barangays within the six (6) districts of Quezon City.</p> <p>SCOPE OF WORK</p> <p>A. Project Proposal</p> <p>The Project Proposal should contain an event plan composed of pre-event preparation activities and event proper activities adhering to the guidelines stated above.</p> <ul style="list-style-type: none">• Kick-off: Concept and Design execution of merchandising, decor, backdrop and photo area within the Quezon City Hall Tent and Path walk• Kababaihan Festival: Staging and Event Management of the Song and Dance Competition• Itemized cost estimate to include planning and execution of the project such as but not limited to creative fees, fabrication of	lot	1	8,000,000.00	8,000,000.00

MA. JOSEFINA G. BELMONTE
City Mayor

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Funds Available:

RUBY G. MANANGU
City Accountant

Approved Budget for the Contract : 8,000,000.00

OBR : 1W-2024-12-0157