



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2404044**

Purchase Order Date: **APR 25 2024**

Procuring Unit	: OFFICE OF THE CITY MAYOR (GAD COUNCIL OFFICE)	Project Number	: OCM(GAD)-24-PS2-0229
Company Name	: MOIST GRAPHIC DESIGN AND CREATIVE SERVICES	Mode of Procurement	: Public Bidding
Address	: Blk 2 Lot 17 Diamond St., Sta. Perpetua Village, Tandang Sora, Quezon City	Resolution No.	: 24-PB-233
Business Type	: Sole Proprietorship Registration #2090722	TIN Number	: 240-346-466-000
		Contact Number	: 09178077288

Sir/Madam:

Please furnish this office the following articles subject to the terms and conditions contained here

Place of Delivery : CGSD Central Warehouse

Delivery Schedule

Upon Request of the End-User until December 31, 2024

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
9	Paper: Glossy - C2S120 GAD IEC FOLDER Size: 9 inches x 13.5 inches (18 inches x 13.5 inches spread) with 4 inches pocket Color: Full color Lamination: Matte lamination for cover Paper Quality: 220 GSM Paper Type: Board Type Inclusion/Responsibility of the Supplier: Research, Photography, Conceptualization, Writing, Interviews, Editing, Graphic Design and Layout, and Printing and Delivery (With attached Terms of Reference which will form an integral part of this Purchase Order)	COPIES	1,000	100.00	100,000.00

Total Amount : 3,615,000.00

Total Amount In Words (Pesos): Three Million Six Hundred Fifteen Thousand Pesos and 00/100 Only

MA. JOSEFINA G. BELMONTE
City Mayor



MA. REGINA JIMENEZ LOPEZ 04/30/2024
Signature Over Printed Name of Supplier Date

Funds Available:

RUBY G. MANANGU
City Accountant

Approved Budget for the Contract : 3,618,000.00

OBR : 100.0000.00.0000



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1	GAD FOCAL PERSON DIRECTORY Size 6" x 8" Cover Paper: C2S 120 GSM (laminated) Color: Full Color Inside Paper: Book Paper Inside Paper Color: Full Color Pages: 108 pages including cover Binding: Perfect Bind	COPIES	400	565.00	226,000.00
2	FLIERS FOR USER'S MANUAL ON GENDER-BASED VIOLENCE DATA BANKING SYSTEM Size 8.5" x 12" Folding : Trifold Color: Full Color Paper: Glossy C2S 120 GSM Page: 1page back to back print	COPIES	5,000	18.00	90,000.00
3	GAD BOOK (20 YEARS OF GENDER AND DEVELOPMENT (GAD) IN QUEZON CITY) COFFEE TABLE Size: 8.5" x 8.5" Paper Inside: Book Paper Inside Printing: Full Color Cover: C2S 140, Full color with matte lamination Pages: 108 pages including cover Binding: Perfect Binding	COPIES	1,000	1,695.00	1,695,000.00
4	REVISED QC GAD CODE (reprinting) Size: 6" x 8" Paper: Book Paper (80gsm)	COPIES	500	260.00	130,000.00

MA. JOSEFINA G. BELMONTE
City Mayor

MA. REGINA LIMENTZ LOPEZ 04/30/2024
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

Approved Budget for the Contract : 3,618,000.00

OBR : NO. 2024-04-07943



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PO Number **2404044**

Purchase Order Date: **APR 25 2024**

Procuring Unit	: OFFICE OF THE CITY MAYOR (GAD COUNCIL OFFICE)	Project Number	:OCM(GAD)-24-PS2-0229
Company Name	: MOIST GRAPHIC DESIGN AND CREATIVE SERVICES	Mode of Procurement	:Public Bidding
Address	: Blk 2 Lot 17 Diamond St., Sta. Perpetua Village, Tandang Sora, Quezon City	Resolution No.	:24-PB-233
Business Type	: Sole Proprietorship Registration #2090722	TIN Number	:240-346-466-000
		Contact Number	:09178077288

Sir/Madam:

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Place of Delivery : CGSD Central Warehouse

Delivery Schedule

Upon Request of the End-User until December 31, 2024

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
5	Inside: Black and white printing Color: Black and White Cover: colored, Laminated/ 120 GSM Pages: 108 pages including cover Binding: Perfect Bind LOCALIZATION OF MAGNA CARTA (BOOK) WITH APPENDICES (reprinting) Size: 8.5" x 11" Paper: Book Paper (80gsm); laminated Color: (Black and white inside) Cover: Full Color Pages: 202 pages Color of cover-full color (198 pages inside : 4 pages cover) Binding: Perfect Binding	COPIES	300	260.00	78,000.00
6	POSTER 18inches x 24inches full color Paper : CS2 220gsm, glossy	COPIES	2,000	80.00	160,000.00
7	QC GAD NEWSLETTER (GAD FOCUS) (reprinting) Size: 8.5" x 11" Glossy Paper C2S 100 (all pages including cover) Binding: Staple Bind Page: Eight (8) Pages total Full Color	COPIES	20,000	48.80	976,000.00
8	IEC Materials on CODI and VAW (reprinting) Page: 1 page/4 folds (back-to-back print) Size: 8.5" x 11" Color: Full Color;	COPIES	10,000	16.00	160,000.00

MA. JOSEFINA G. BELMONTE
City Mayor

MA. RESINA JIMENEZ LOPEZ 04/30/2024
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : No. 2024-04-0913

Approved Budget for the Contract : 3,618,000.00

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 APR 30 2024 and to expire on -

CONFORME:

MA REGINA JUVENES LOPEZ
SIGNATURE OVER PRINTED NAME

PROPRIETOR
IN THE CAPACITY OF

04/30/2024
DATE

Duly authorized to sign this Purchase Order for and on behalf of MOIST GRAPHIC DESIGN & CREATIVE SERVICE
COMPANY NAME

SUBSCRIBED AND SWORN to before me this 30 APR 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 UMID ID with his/her photograph and signature appearing thereon with No. CRN-bull-2555064-1.

Doc. No. 96
Page No. 21
Book No. XXIX
Series of 2024

ATTY. RIZZO JOSE F. VALMORES
Notary Public for Quezon City

Adm. Matter No. 153 until Dec 31, 2024

PTR No. 5091994D/01-02-2024/Q.C.

IBP No. 329024/12-15-2023/Q.C./Roll No. 28435

ADD: Room 201 Margarita Bldg. No. 28

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)