



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2406006**

Date: JUN 14 2024

Procuring Unit	: OFFICE OF THE CITY MAYOR (GAD COUNCIL OFFICE)	Project Number	:OCM(GAD)-24-EM-0892
Company Name	: SKAIWEL TRADING & SOLUTIONS INC.	Mode of Procurement	:Public Bidding
Address	: 2909 Suntrust Capitol Plaza, Matalino St., Brgy. Central, Quezon City	Resolution No.	:24-PB-455
Business Type	: Corporation Registration #2021120036840-05	TIN Number	: 604-792-154-000
		Contact Number	:09164135047

Sir/Madam:
Please furnish this office the following articles subject to the terms and conditions contained her

Place of Delivery : Upon End- User's Instruction subject to proper coordination with CGSD. **Delivery Schedule** Within Thirty (30) Calendar Days
Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	<p>b.Provision of Venue Plan, Layout Capacity c.Press conference specifications for the said activities. d.Itemized cost estimate for the planning and execution of the project (to include technical requirements, materials, logistics, manpower, service fees, field expenses, applicable taxes, etc.).</p> <p>PROJECT STANDARD AND REQUIREMENTS The following are the minimum qualifications and requirements for contractors:</p> <ul style="list-style-type: none">•Contractor's track record has at the minimum business experience of three (3) years in digital design- and planning for venue, layout-capable, and standee décor.•Contractor's organization records submit detailed incorporation portfolio indicating specialization and technical personnel that may prove capacity to carry out the project. <p>(Main stage crew, Wireless Crane Camera System Operator, Video Switcher, Video Audio Mixer, Drone Camera Operator, Cable men, Technical Director for Video, Live Streaming Operator, Drone Pilot, Production Crew, Broadcast Director, Content Lead, Network Engineer, Technical Director, Asst. Technical Director, Production Manager, Lighting Director, TV Director, Sound Engineer & TV MIX, Spinner, Teleprompter, Production Custodian, Creative & Stage Management Staff, Over-all Director, Head Script Writer & Continuity Director, Continuity Writer & Floor Director 1, Floor Director 2, Production Assistant 1, and Event Security Marshalls)</p> <p>***with attached Terms of Reference which will form an integral part of the Purchase Order.</p>				

Total Amount : 6,839,999.00

Total Amount In Words (Pesos): Six Million Eight Hundred Thirty-Nine Thousand Nine Hundred Ninety-Nine Pesos and 00/100 Only

MA. JOSEFINA G. BELMONTE City Mayor		Renel D. Sane Signature Over Printed Name of Supplier / Date
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Funds Available: RUBY G. MANANGU City Accountant	OBR : NO. 2024. 06. 60024	Approved Budget for the Contract : 6,840,000.00
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1	QUEZON CITY PRIDE MARCH FESTIVAL 2024 PROJECT DESCRIPTION Organizing a series of events that showcase the significance of empowering the members of LGBTQIA++ people by providing them with an avenue to express their artistic talent, promote their efforts in the continuous fight for equality, and opportunity for them to show their pride in their sexual orientation, gender identity, and gender expression. Further, these events will raise awareness of the human rights of the LGBTQIA++ community. The following are included in the series of special events to empower the LGBTQIA++ community: a. Media Campaign-Queer couples as health care agents of each other by holding a press conference to introduce and explain the advantages of availing of the card. b. The LGBT Exhibit- Providing the Timeline of Special event, the Quezon City Government's efforts to empower the community, the seven (7) thematic areas in which the community experiences discrimination, and the past events of the community. SCOPE OF WORK A. Project Proposal The Project Proposal should contain an Event Plan composed of pre-event preparation activities, and event-proper activities sustaining activities following the guidelines stated above. a. Launch, Concept, and design executive in the Liwasang Aurora located inside the Quezon Memorial Circle.	lot	1	6,839,999.00	6,839,999.00

MA. JOSEFINA G. BELMONTE City Mayor	Deniel P. Soria Signature Over Printed Name of Supplier / Date 6/14/2024
Funds Available: RUBY G. MANANGU City Accountant	OBR : NO-2024-06-06024 Approved Budget for the Contract : 6,840,000.00

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 JUN 14 2024 and to expire on - JUN 14 2024

CONFORME:

Renato O. Smit
SIGNATURE OVER PRINTED NAME

President
IN THE CAPACITY OF

6/14/2024
DATE

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

SKAWEL TRADING & SOLUTIONS INC.
JY LINTAS LXC Trading
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)**