



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



PO Number **2406035**

**Purchase Order** Date: **JUN 28 2024**

Procuring Unit	: QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	Project Number	: QCDRRMO-24-HLMF-0888
Company Name	: JEST TRADING	Mode of Procurement	: Public Bidding
Address	: 50C Cenacle Drive, Brgy. Culiati, Quezon City	Resolution No.	: 24-PB-461
Business Type	: Sole Proprietorship Registration #3228564	TIN Number	: 424-695-326-00000
		Contact Number	: 0917-593-1203

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

<b>Place of Delivery :</b> Upon end-user's instruction subject to proper coordination with CGSD ✓	<b>Delivery Schedule :</b> Upon request by the end-user until December 31, 2024 ✓
<b>Payment Term :</b> Credit ✓	

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	Activity 2. BCP Training for MSECs Food and Drinks for Coordination Meetings – (10 pax x 4 meetings) Lunch plain rice, roasted chicken with veggies, fresh fruits, healthy juice drink 240ml  Food and Accommodation for Participants & Organizers 3-days live in hotel accommodation (inclusion of function room, chairs, tables and set-up services) (300 pax x 3 days)  AM Snacks sotanghon guisado, healthy juice drink 240ml Lunch cream of turnip, baked aubergine, honey BBQ chicken, beef goulash, steamed rice, fresh fruits in season, healthy juice drink 240ml PM Snacks clubhouse sandwich, healthy juice drink 240ml Inclusive of: Tarpaulin/Banner, with print, 4ft. x 12ft., 10oz., 2 pieces Pull up banner with stand, standard size, 850mm wide x 2000mm, tarp, with print, 10oz., 1 piece Terms of Payment: Upon every complete delivery per activity ✓				

**Total Amount :** **5,951,600.00**

**Total Amount In Words (Pesos):** Five Million Nine Hundred Fifty-One Thousand Six Hundred Pesos and 00/100 Only ✓

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



**Angelo Jay Cajacan** 7/2/24  
Signature Over Printed Name of Supplier / Date

**Funds Available:**

**RUBY G. MANANGU**  
City Accountant

**Approved Budget for the Contract :** 6,003,600.00

**OBR :** NO. 2024 OR. 02569



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PO Number **2406035**

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Company Name : JEST TRADING ✓  
Address : 50C Cenacle Drive, Brgy. Culiati, Quezon City ✓  
Business Type : Sole Proprietorship Registration #3228564 ✓  
Project Number : QCDDRRMO-24-HLMF-0888 ✓  
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TIN Number : 424-695-326-00000 ✓  
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Sir/Madam:

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Delivery Schedule : Upon request by the end-user until December 31, 2024 ✓

Payment Term : Credit ✓

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1 ✓	Community Savings Group (CSG) Program for QC Disaster-Prone Barangays ✓  Activity 1. CSG Pre-Formation Orientation Food and Drinks for Participants (1,000 pax) AM Snacks baked mac with bread, healthy juice drink 240ml Lunch plain rice, grilled chicken, fish, sautéed vegetables, fresh fruits, healthy juice drink 240ml, water PM Snacks pansit palabok with puto, healthy juice drink 240ml Inclusive of pull up banner with stand, standard size, 850mm wide x 2,000mm, tarp, with print, 10oz., 1 piece  Activity 2. 1 - Day Capacity Building Activity for QC-CSG Leaders Food and Drinks for Coordination Meetings – VIP packed (20 pax x 1 meeting) AM Snacks pansit with mixed veggies with puto or bread, healthy juice drink 240ml Lunch plain rice, grilled chicken with veggies on side, pork shanghai, fresh fruits or dessert, healthy juice drink 240ml, water  Food and Hotel Accommodation (280 pax x 1 day) ✓	lot ✓	1 ✓	3,769,600.00	3,769,600.00 ✓

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

**Angelo Day Caguncom** 7/2/24  
Signature Over Printed Name of Supplier / Date

Funds Available:

**RUBY G. MANANGU**  
City Accountant

Approved Budget for the Contract : 6,003,600.00

OBR : **no. 2024-06-05069**





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Payment Term :	Credit		

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	(inclusion of function room, chairs, tables, free use of Wi-Fi and set up services)  AM Snacks sotanghon guisado and bread, healthy juice drink 240ml Lunch plain rice, cream of mushroom, honey barbeque chicken, beef goulash, fresh fruits, healthy juice drink 240ml PM Snacks pansit palabok with puto, healthy juice drink 240ml Inclusive of Tarpaulin/Banner, with print, 4ft. x 12ft., 10oz., 2 pieces  Activity 3. 3-Days Strategic Planning for QC CSG Chapters Food and Drinks for Coordination Meetings – VIP packed (20 pax x 1 meeting) AM Snacks spaghetti with bread, healthy juice drink 240ml Lunch plain rice, grilled chicken with veggies on side, pork ✓ shanghai, fresh fruits or dessert, healthy juice drink 240ml, water  Food and Hotel Accommodation (250 pax x 3 days) (inclusion of function room, chairs, tables, free use of Wi-Fi and set up services) AM Snacks spaghetti with garlic bread, healthy juice drink 240ml				

<b>MA. JOSEFINA G. BELMONTE</b> City Mayor	 <b>Angelo Cay Capiuan</b> Signature Over Printed Name of Supplier / Date <b>7/24/24</b>
<b>Funds Available:</b>  <b>RUBY G. MANANGU</b> City Accountant	<b>OBR :</b> <i>Mr. May. D. Bataog</i>  <b>Approved Budget for the Contract :</b> 6,003,600.00



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Payment Term :	Credit		

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	Lunch cream of mushroom, beef caldereta, chicken bbq, oriental vegetables, steamed rice, fresh fruits in season, healthy juice drink 240ml PM Snacks tuna sandwich with slice potato healthy fry, healthy juice drink 240ml Inclusive of Tarpaulin/Banner, with print, 4ft. x 12ft., 10oz., 2 pieces  Activity 4. Financial Resilience Seminar for CSG Members Food and Drinks for Coordination Meetings – VIP packed (20 pax x 1 meeting) AM Snacks Baked macaroni with bread, healthy juice drink 240ml Lunch plain rice, grilled chicken with veggies, pork shanghai, fresh fruits or dessert, healthy juice drink 240ml  Food for 1,800 pax AM Snacks spaghetti with garlic bread, healthy juice drink 240ml Lunch plain rice, beef caldereta, roasted chicken, oriental vegetables, fresh fruits in season, healthy juice drink 240ml PM Snacks carbonara with bread, healthy juice drink 240ml				

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

**Angelo Jay Cajalon** 7/2/24  
Signature Over Printed Name of Supplier / Date

Funds Available:

**RUBY G. MANANGU**  
City Accountant

Approved Budget for the Contract : 6,003,600.00

OBR : **no. 2244.00. 06569**





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



PO Number **2406035**

**Purchase Order** Date: **JUN 28 2024**

Procuring Unit	: QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	Project Number	: QCDRRMO-24-HLMF-0888
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**Place of Delivery :** Upon end-user's instruction subject to proper coordination with CGSD

**Delivery Schedule :** Upon request by the end-user until December 31, 2024

**Payment Term :** Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
2	Inclusive of Tarpaulin/Banner, with print, 4ft. x 12ft., 10oz., 2 pieces  Business Continuity Plan (BCP) Training for MSMEs in Hazard Prone Areas  Activity 1. BCP Training of Trainers (TOT) Food and Drinks for Coordination Meetings – VIP packed (10 pax x 2 meetings)  Lunch plain rice, grilled chicken, fish, sautéed vegetables, fresh fruits, healthy juice drink 240ml, water Inclusive of Tarpaulin/Banner, with print, 4ft. x 12ft., 10oz., 2 pieces  Training, Food and Accommodation for Participants 3-days live in hotel accommodation (inclusion of function room, chairs, tables and set-up services) (32 pax x 3 days)  AM Snacks sotanghon guisado, healthy juice drink 240ml Lunch cream of turnip, baked aubergine, honey BBQ chicken, beef goulash, steamed rice, fresh fruits in season, healthy juice drink 240ml PM Snacks clubhouse sandwich, healthy juice drink 240ml	lot	1	2,182,000.00	2,182,000.00

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

*Angelo Gay Cojuangco* 7/2/24  
Signature Over Printed Name of Supplier / Date

**Funds Available:**

**RUBY G. MANANGU**  
City Accountant

**Approved Budget for the Contract :** 6,003,600.00

**OBR :** no. 2124, 02 - 06

## 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 JUL 02 2024 and to expire on - DEC 31 2024.

CONFORME:

Angelo Jay Cajucan  
SIGNATURE OVER PRINTED NAME

Proprietor  
IN THE CAPACITY OF

7/2/24  
DATE

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