



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



PO Number **2407021**

**Purchase Order** Date: **JUL 05 2024**

Procuring Unit	: SCHOOLS DIVISION OFFICE	Project Number	:SDO-24-TFLES-1103
Company Name	: JJA TRAVEL AND TOURS	Mode of Procurement	:Public Bidding
Address	: Unit 8 The Colonnade Bldg., 132 Legazpi St., Brgy. San Lorenzo, Makati City	Resolution No.	:24-PB-569
Business Type	: Sole Proprietorship Registration #2250234	TIN Number	:200-007-202-00000
		Contact Number	:0975-5133-404

**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> Fifteen (15) Calendar Days
<b>Payment Term :</b> Credit	

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	Airfare Manila - Cebu Vice Versa	Pax	165	13,960.00	2,303,400.00
2	Hotel Accommodation (Technical Support, Sports Officers, LGU Delegation, SDO Management Team) 21 pax x 7 days	Lot	1	470,400.00	470,400.00
3	Hotel Accommodation (Sports Director) 24 pax x 4 days Terms of Reference: •Located in Cebu City at least one (1) to two (2) kilometers from Talamban Elementary School. •Adequate security arrangement, system and mechanism to secure the safety and the well-being of the quests and their belongings during their stay in the facility. •Fully air-conditioned, non-smoking rooms. •No bed sharing, maximum of 4 guests in a room. •Twin sharing rooms for 14 VIPs. •Function room which can accommodate more or less 165 guests. -Fully air-conditioned. -Sound system, projector and other ICT equipment. -Tables and chairs. -With standby staff to assist in the operation of the function room equipment. •Daily Meals: breakfast and dinner, not repeated every day. Serve meals for guest with food restrictions. •Complimentary water and coffee everyday. •Free breakfast, lunch or dinner upon arrival of guests. •All rooms are equipped with cable TV, private bath with hot and	Lot	1	307,200.00	307,200.00

<b>MA. JOSEFINA G. BELMONTE</b> City Mayor	 Signature Over Printed Name of Supplier / Date <b>7/5/24</b>
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<b>Funds Available:</b>  <b>RUBY G. MANANGU</b> City Accountant	<b>OBR : 2024 07-023</b> <b>Approved Budget for the Contract : 3,082,500.00</b>
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## 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 05 2024 and to expire on - JUL 20 2024.

CONFORME:

Cecilia Maguina  
SIGNATURE OVER PRINTED NAME

Authorized Representative 7/5/24  
IN THE CAPACITY OF DATE

Duly authorized to sign this Purchase Order for and on behalf of JJA Travel & Touring  
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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**PROCUREMENT DEPARTMENT**  
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PO Number **2407021**

**Purchase Order** Date: **JUL 05 2024**

Procuring Unit : **SCHOOLS DIVISION OFFICE** Project Number : **SDO-24-TFLES-1103**

Company Name : **JJA TRAVEL AND TOURS** Mode of Procurement : **Public Bidding**

Address : **Unit 8 The Colonnade Bldg., 132 Legazpi St., Brgy. San Lorenzo, Makati City** Resolution No. : **24-PB-569**

Business Type : **Sole Proprietorship Registration #2250234** TIN Number : **200-007-202-00000**

Contact Number : **0975-5133-404**

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 Fifteen (15) Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	cold water. •Free Wi-Fi zones. •Free pick-up of guests from the airport to hotel and vice versa. •Free use of air-conditioned service vehicle by VIPs. •Free use of facility amenities.				

Total Amount : 3,081,000.00

Total Amount In Words (Pesos): Three Million Eighty-One Thousand Pesos and 00/100 Only

MA. JOSEFINA G. BELMONTE  
City Mayor



Cecilia Pasquinto 7/5/24  
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU  
City Accountant

Approved Budget for the Contract : 3,082,500.00

OBR : 210-2024-07-00213

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CONFORME:

Cecilia Maguina  
SIGNATURE OVER PRINTED NAME

Authorized Representative 7/5/24  
IN THE CAPACITY OF \_\_\_\_\_ DATE

Duly authorized to sign this Purchase Order for and on behalf of JJA Travel & Touring  
COMPANY NAME

SUBSCRIBED AND SWORN to before me this 05 JUL 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 Passport ID with his/her photograph and signature appearing thereon with No. P8116672A July 26, 2028

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Book No. XXXVII  
Series of 2024

ATTY. RIZAL JOSE F. VALMORES  
NOTARY PUBLIC  
UNTIL DECEMBER 31, 2024  
ADM MATTER NO. 153  
PTR NO. 5091994D 01-02-2024 / O.C.  
IBP NO. 329024 / 12-15-2023 / O.C.  
MCLE NO. VIII-0008500 / 05-07-2024  
Add. #473 Boni Serrano Road, Barangay  
San Roque, Murphy, Quezon City

\*\*\*This Purchase Order shall be deemed invalid without Notary Seal (for project amounting to Php2,500,000.00 and above only)