



Republika ng Pilipinas  
Lungsod Quezon  
PROCUREMENT DEPARTMENT



PO Number **2410064**

Purchase Order Date: **OCT 17 2024**

Procuring Unit	: DEPARTMENT OF THE BUILDING OFFICIAL	Project Number	: DBO-24-EM-1623
Company Name	: MS. V ENTERPRISES	Mode of Procurement	: Negotiated 53.9
Address	: No. 6 Bayo Condo, Scout Bayoran St., Cor. Scout Tuazon, Brgy. South Triangle, Quezon City	Resolution No.	: 24-A-207
Business Type	: Sole Proprietorship Registration #4918293	TIN Number	: 136-386-905-000
		Contact Number	: 0917-819-5910

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 not later than December 31, 2024
Payment Term :	Credit		

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	<ul style="list-style-type: none"><li>On-Site Coordination: Serve as the primary point of contact on the day of the event, ensuring all elements run smoothly.</li><li>Problem Solving: Address and resolve any issues that arise during the event.</li><li>Guest Services: Manage guest services, including registration, information desks, and any special needs.</li></ul> Inclusions: <ul style="list-style-type: none"><li>Event Planning and Event Coordination Services</li><li>Documentation (photographer &amp; videographer with Same Day Edit)</li></ul> Event kits: <ul style="list-style-type: none"><li>Pen; black; 0.5mm</li><li>Customized ID lace with transparent case</li><li>Writing pad 50 leaves</li><li>Customized Certificate of Attendance (legal size, special paper with print</li><li>Photo wall tarpaulin (with design layout up to 3 times draft) 8ft, with print</li><li>Venue layout cards (with design layout up to 3 times draft) 24 inches x 36 inches, with printing</li><li>Plaque size: 5.25" x 8" materials: acrylic (with design layout and print up to 3 times draft)</li><li>Garland (customized according to the event)</li></ul>				

Total Amount : 599,990.00

Total Amount In Words (Pesos): Five Hundred Ninety-Nine Thousand Nine Hundred Ninety-Pesos and 00/100 Only

MA. JOSEFINA G. BELMONTE  
City Mayor



Signature Over Printed Name of Supplier / Date

VENUS T. JERRY Oct-18, 2024

Funds Available:

RUBY G. MANANGU  
City Accountant

OBR : 204-2024-10-15T

Approved Budget for the Contract : 600,000.00



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1	<p>Event Planning and Coordination services for "QC BUILD EASY 4th ANNIVERSARY"</p> <p>Scope of Work</p> <p>The Event Coordinator will be responsible for the following tasks:</p> <p>Pre-Event Planning</p> <ul style="list-style-type: none"><li>• Event Conceptualization: Collaborate with the client to define the event's objectives, theme, and target audience. The Event Coordinator shall coordinate with the client before the event as part of the event planning and concept creation.</li><li>• Venue Set up: To assist the client in creating the event set up that aligns with the event Program, event theme and available event suppliers.</li><li>• Supplier/Vendor Management: Source, negotiate with, and coordinate vendors, including catering, audiovisual, decor, and entertainment.</li><li>• Event Timeline: Create a detailed event timeline and checklist, including deadlines for each task.</li><li>• Guest List Management: Assist with the creation and management of the guest list, including invitations, RSVPs, and special accommodations.</li></ul> <p>Event Coordination</p> <ul style="list-style-type: none"><li>• Logistics: Oversee all logistical aspects, including setup, breakdown, and on-site management.</li><li>• Staffing: Coordinate with and manage event staff, including volunteers, ushers, and security.</li></ul>	lot	1	599,990.00	599,990.00

<b>MA. JOSEFINA G. BELMONTE</b> City Mayor	<b>VENUS J. TERRY</b> Oct 18, 2024 Signature Over Printed Name of Supplier / Date
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Funds Available:	(2040000-03-02-001)
<b>RUBY G. MANANGU</b> City Accountant	OBR : 300-2024-10-15
Approved Budget for the Contract :	600,000.00



## 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 OCT 18 2024 and to expire on - DEC 31 2024

CONFORME:

SIGNATURE OVER PRINTED NAME

IN THE CAPACITY OF

DATE

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

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)