



Procuring Unit	: QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	Project Number	: QCDRRMO-24-EM-1461
Company Name	: MULTIMEDIA EXPONENTS INC.	Mode of Procurement	: Public Bidding
Address	: 217 N. Domingo St., Brgy. Corazon De Jesus, San Juan City	Resolution No.	: 24-PB-894
Business Type	: Corporation Registration #A199818129	TIN Number	: 201-453-023-000
		Contact Number	: 09953906383

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 Issuance of Notice to Proceed until December 31, 2024

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	<ul style="list-style-type: none"><li>Scriptwriting</li><li>Mechanics, scheme, and schedule for activities</li><li>Designs of merchandising collateral</li><li>Art cards for social media</li><li>Copywriting of content on merchandising collateral</li><li>Audio-visual presentation production</li><li>Production of merchandising collateral</li><li>Physical structures - such as but not limited to stage, tents, signage's, photo area, welcome arc, backdrop for event program, and others</li><li>Technical equipment - such as but not limited to lights, sounds and video and screen equipment for events and activities</li><li>Provide logistics, manpower and manage ingress and set up, egress and dismantling of merchandising collaterals, physical structures, technical equipment and electrical fixtures</li><li>Design and Production of Awards - such as trophies and medals</li><li>Provide production team, creative and technical manpower for the events</li><li>Source, recommend and hire local hosts and talents for program related activities</li></ul> <p>d. Plan and implement awareness campaigns for the purpose of communicating and promoting the program to the target audience and the general public.</p> <p>e. The project delivery period shall be upon the issuance of notice to implement / proceed until December 31, 2024.</p> <p>f. All photos, videos, data, files, documentations, must be turned over to the Quezon City Government after the program.</p> <p>(With attached Terms of Reference which will form an integral part of the Purchase Order)</p>				

Total Amount : 5,000,000.00

Total Amount In Words (Pesos): Five Million Pesos and 00/100 Only

MA. JOSEFINA G. BELMONTE  
City Mayor



BERNADETTE G. BERNABE 11/26/24  
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU  
City Accountant

Approved Budget for the Contract : 5,000,000.00

OBR : NO. 2024. 10. 11197



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1	RESCUE-LYMPICS SCOPE OF WORK A. Project Proposal The Project Proposal of the Integrator should contain an Event Plan composed of Pre-event preparation activities, Event Proper Activities adhering to the guidelines stated in Terms of Reference; a. Social Media Plan b. Venue Plan, Layout, Capacity, Designs c. Creative Designs and prototypes and proposed merchandising and collaterals to be used in the event; d. Table of Organization e. Itemized cost estimate for the planning and execution of the project (to include staging, technical requirements, materials, logistics, manpower, service fees, field expenses, food and beverage, applicable taxes, etc.) B. Deliverables a. Conceptualize, plan and execute the activities of the QC RESCUE-LYMPICS from pre-event, event proper, and awareness-generation in close coordination with the Disaster Risk Reduction and Management Office of the Quezon City Government. Venue: Outdoor Space b. Form a Project Management Team with professional, competent staff to manage, coordinate, oversee the preparatory, and actual operations, merchandising collaterals, physical structures, technical equipment, logistical requirements and other elements reated to the event. c. Provide the following for the project: · Original concept	lot	1	5,000,000.00	5,000,000.00

MA. JOSEFINA G. BELMONTE  
City Mayor

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