



Procuring Unit	: QUEZON CITY YOUTH DEVELOPMENT OFFICE	Project Number	: QCYDO-24-PS2-1551
Company Name	: ARS TOURS AND CONVENTION	Mode of Procurement	: Public Bidding
Address	: 1031 North Residences Tower 2021 EDSA cor Lanutan St., Veterans Village, Quezon City	Resolution No.	: 24-PB-898
Business Type	: Sole Proprietorship Registration #2269340	TIN Number	: 236-487-703-000
		Contact Number	: 0939-373-9346

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

Place of Delivery :	CGSD Central Warehouse	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	Vanguards' Kit [ID Lanyard, ID Jacket, Cap, Tote Bag, & Collapsible Cup(customized)] ID CARD - Laminated PVC ID card with non-fading pigment ink and durable, double side print, size 60mm x 100mm or business card size ID JACKET - ID jacket LISC, soft ID card case with colored red or blue header - orientation: vertical - size: 65.25mm x 112mm ID LANYARD - 3/4 (0.75) width, Material: sublimation lanyard with release buckle and a short strap before the hook, printable area: greyish, back is black – not applicable to printing, ghook button lock, Print: sublimation COLLAPSIBLE CUPS - Customize Program Logo Print, Material: FDA Approved Silicone + Food Grade PP, Capacity: 380 - 500ml, Net Weight: 140g, Applicable for hold hot and cold drinks, safe for the dishwasher. TOTE BAG with Zipper - Material: Canvas, Color: White, Standard Size: 12L x 10H x 3W inches, With logo Sublimation Print CAP - Trucker Cap, Imprint Method: Embroidered, Silkscreen Printed, Color: Navy Blue and White, Black and Gray, Red and White, Black (Subject to availability)	Set	500	1,044.50	522,250.00
2	Certificates Customized Printed Design and Names in Certificate A4 Paper 300 gsm Splendorgel Matte	Piece	520	35.00	18,200.00
3	Token Tote Bag with Zipper Material: Canvas, Color: White, Standard Size: 12L x 10H X 3W inches, With logo Sublimation Print	Piece	12	299.00	3,588.00
4	Promotional Materials Tarpaulin (3w x 6h ft) water resistant or waterproof material with 4 corners eyelet customized lay-out 10-13 oz thickness	Piece	5	600.00	3,000.00

Obligation Request : <i>10-2024-12-10/15</i>	 Signature Over Printed Name Supplier / Date
Approved Budget for the Contract : 1,527,997.00	
Funds Available:	
<b>RUBY G. MANANGU</b> City Accountant	



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5	Tarpaulin with X-Stand 2-3ft width x 5-6ft full color printed tarpaulin banner with 4 metal eyelets/grommets on the corners 10-13 oz thickness Lightweight yet durable X-frame structure fits to the tarpaulin banner size Made of Fiber Glass Rods and Aluminum Tripod Base Adjustable Lower Hooks for good banner fit (requires screwdriver to loosen/tighten) Comes with a carrying case 2ft x 6ft portrait	Piece	5	1,950.00	9,750.00
6	Volunteer Kit (Customized) Drawstring Bag with customized printed logo, & Notebook with ballpen Customized Drawstring Canvas Bag - 10 width x 12 length inches, Canvas Cloth, Color White with 2 different set of design, A3 design print, Tye of Print: silkscreen/digital/dtf print Customized Eco Flip Top Notebook with Sticky Note and Pen - PAPER DESIGN: Blank/Dotted or Lined, NO. OF PAGES: 30-60 pages, MATERIALS: Recycled Covers and Paper, DIMENSIONS: 5.25 inches W x 7 inches H, Printed Logo 1 inch W x 2.5 inches H Sticky Note - 5 colored sticky notes, Size 0.55 inch width x 2 inches heights, 1 plain (white or yellow) sticky notes: size: 3x3 inches Ballpen - ECO friendly ballpoint pen, Black Ink	Set	2,000	255.31	510,620.00
7	Customized Tote Bag Material: Canvas, Color: White, Standard Size: 12L x 10H X 3W inches, With Sublimated Print of Program Logo	Piece	50	299.00	14,950.00
8	Customized Certificates Customized Full Colored Digital/Ink/Powder Print Customized Printed Certificate Paper	Piece	1,282	51.50	66,023.00

Obligation Request : 100 - 2024 - 12 - 12015

Approved Budget for the Contract : 1,527,997.00

Funds Available:

Signature Over Printed Name  
Supplier / Date

9  
RUBY G. MANANGU  
City Accountant



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Place of Delivery : CGSD Central Warehouse

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
9	Letter Size/ A4 Paper, 150-250 gsm Splendorgel/Special Paper Customized Certificates Customized Full Colored Digital/Ink/Powder Pint Customized Printed Certificate Paper	Piece	500	55.00	27,500.00
10	Letter Size/ A4 Paper, 200-300 gsm Splendorgel/Special Paper Customized Certificate Holder Certificate Diploma Holder with Printed, Sticker or Embossed Logo at the Back Side, 8.1/2 x 11 inches, Letter, Colors: Blue or Red	Piece	2,000	150.00	300,000.00
11	Customized Wooden Plaque Palochina Wood, 8 inches height by 5 inches width, with stand, Engrave plaque design	Piece	25	748.76	18,719.00
12	Photo Wall Tarpaulin Customized Tarpaulin, 6ft height x 8ft width, good quality print, eyelets on 4 sides, thickness (10-13oz)	Piece	4	960.00	3,840.00
13	Promotional Tarpaulin Customized Tarpaulin, 4 height x 6 width, good quality print, eyelets on the corner, thickness (10-13oz)	Piece	8	480.00	3,840.00
14	Promotional Tarpaulin with X-Stand 2-3ft width x 5-6ft full color printed tarpaulin banner with metal eyelets/grommets, thickness (10-13oz) sets up quickly. No tools required. Sturdy and durable, lightweight and easy to carry, for indoor and outdoor display Tarpaulin Stand - lightweight yet durable X-frame structure and fit to the (2-3ft width and 5-6ft height) tarpaulin banner size, Comes with a carrying case	Piece	8	1,950.00	15,600.00

Obligation Request : *h. 2024-12-10*

Approved Budget for the Contract : 1,527,997.00

Funds Available:

*[Signature]*  
Signature Over Printed Name  
Supplier / Date

*9*  
**RUBY G. MANANGU**  
City Accountant



Republika ng Pilipinas  
Lungsod Quezon  
PROCUREMENT DEPARTMENT



PO Number **2411157**

Purchase Order Date: **DEC 05 2024**

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Payment Term :	Credit		

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
15	Promotional Pullup Banner Tarpaulin 2-3ft width x 5ft height portrait banner Roll Up Banner is a retractable mechanism and durable aluminum structure, perfect for trade shows, local fairs, store promotions, exhibitions, conferences, seminars and presentations. Banner can be UV Printed Natural Black Out Film or 10oz Printed Tarp. Inclusion of packaging bag for easy disassembly and transportation. Dimension: 2.75ft x 6.5ft	Piece	4	2,280.00	9,120.00

Total Amount : 1,527,000.00

Total Amount In Words (Pesos): One Million Five Hundred Twenty-Seven Thousand Pesos and 00/100 Only

Obligation Request : 10. 2024 - 12. 1/2025

Approved Budget for the Contract : 1,527,997.00

Funds Available:

9  
RUBY G. MANANGU  
City Accountant



Signature Over Printed Name  
Supplier / Date  
12/5/24

MA. JOSEFINA G. BELMONTE  
City Mayor

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 DEC 05 2024 and to expire on - DEC 31 2024

CONFORME:

ARMANDO R. SUMANAN  
SIGNATURE OVER PRINTED NAME

PROPRIETOR  
IN THE CAPACITY OF

12/5/24  
DATE

Duly authorized to sign this Purchase Order for and on behalf of APR TOWNS & CONVENTION  
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)