



Republic of the Philippines
QUEZON CITY GOVERNMENT



PO Number **2411314**

Purchase Order Date: **DEC 05 2024**

Procuring Unit	: OFFICE OF THE CITY MAYOR (GAD COUNCIL OFFICE)	Project Number	:OCM(GAD)-24-EM-1771
Company Name	: RADPROD ENTERTAINMENT CORPORATION	Mode of Procurement	:Direct Contracting A
Address	: G/F Unit 103, Deta Building 76 A. Roces Avenue, Obrero Quezon City	Resolution No.	:24-A-249
Business Type	: Corporation Registration #2022110075596-01	TIN Number	:618-359-172-00000
		Contact Number	:09275401494

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
	Water (12 gallon container with provision of water dispenser) (Note: No bottled water, no disposable/single-use cutlery preferably chicken and fish dish) 200pax Dinner: Chicken Breast Afritada, Beef Kare-kare, Fish fillet, Mixed Vegetable, Rice, Unsweetened Pineapple Juice, Water (12 gallon container with provision of water dispenser) (Note: No bottled water, no disposable/single-use cutlery preferably chicken and fish dish) 200pax T-shirt: Plain white dri-fit shirt, round neck, with customized Design (printed sublimation) (sizes: 3xl: 5pcs, 2xl: 5pcs, XL: 10, Large: 10, Medium: 20) 50pcs				

Total Amount : **2,274,000.00**

Total Amount In Words (Pesos): Two Million Two Hundred Seventy-Four Thousand Pesos and 00/100 Only

Obligation Request : **1M-2124-12 12070**

Approved Budget for the Contract : 2,274,000.00

Funds Available:

RUBY G. MANANGU
City Accountant



AMY HOPE ACAPAT - Dec. 5, 2024
Signature Over Printed Name
Supplier / Date

MA. JOSEFINA G. BELMONTE
City Mayor



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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	<p>QUEZON CITY RAINBOW QUEEN 2024</p> <p>Organizing an advocacy pageant and fellowship night showcasing the significance of empowering the LGBTQIA+people by providing them with an avenue to express their artistic talent, promote their efforts in the continuous fight for equality, and opportunity for them to show their pride in their sexual orientation, gender identity, and gender expression. Further, these events will raise awareness of the human rights of this sector.</p> <p>SCOPE OF WORK</p> <p>A. Project Proposal</p> <p>The Project Proposal should contain an event plan composed of pre-event preparation activities and event proper activities adhering to the guidelines stated above. The venue of the event is the Risen Garden, Quezon City Hall compound, Quezon City.</p> <p>a. Advocacy Pageantry with concept and design, execution of merchandising materials, decor, buntings, sintra board, signage and photo area along the pathwalk of Quezon City Hall.</p> <p>§ Venue plan, Layout capacity, designs and scale models (digital and physical)</p> <p>§ Creative designs and physical prototypes of all proposed collaterals to be used in the program.</p> <p>b. Pageant Night/Coronation Night - Staging Design and Event Management of the Pageant Competition, Producing and Directing including Judges, Transportation Allowance and Meals.</p> <p>c. Preliminary Activities including Orientation, Rehearsals, Tour visitation, Photo shoot, Interview and Presscon - Staging Design and Event Management of the Pre-Pageant Activities,</p>	lot	1	2,274,000.00	2,274,000.00

Obligation Request : 100-2024-11-13070	<p><i>[Signature]</i></p> <p>AMY HOPE ALARAY - DEC-5, 2024</p> <p>Signature Over Printed Name Supplier / Date</p>
Approved Budget for the Contract : 2,274,000.00	
Funds Available:	
<p><i>[Signature]</i></p> <p>RUBY G. MANANGU City Accountant</p>	



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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	<p>Producing and Directing including Transportation Allowance and Meals, Photography Team, Production Team, Media Team, Judges, and Choreographers.</p> <p>d. Fellowship Night - Staging Design and Event Management of the After Pageant Competition, Producing and Directing of the program, including catering services (buffet meals with drinks including tables and chairs). The menu for the evening event:</p> <p>e. Itemized cost estimate to include planning and execution of the project such as but not limited to creative fees, fabrication of materials, installation, event technical requirements, show talents, event personnel, logistics, service fees, field expenses, applicable taxes, etc.</p> <p>B. SPECIFICATIONS:</p> <p>1. Advocacy Pageantry Design and Execution</p> <ul style="list-style-type: none">• Venue plan, layout capacity, and designs• Creative designs and physical prototypes• Fabrication and installation of merchandising materials, décor, buntings, Sintra boards, and signage <p>2. Pageant Night/Coronation Night</p> <ul style="list-style-type: none">• Staging design and event management• Judges (professional fees, transportation, and meals)• Technical requirements (lights, sound, LED screen rental) <p>3. Preliminary Activities</p> <ul style="list-style-type: none">• Orientation, rehearsals, tour visitation, photoshoot, interview, and presscon• Photography team, production team, media team, and choreographers				

Obligation Request :	120-2024-11-1270	<div>AMY ROPE AGAPAT-DEC 5, 2024</div> <div>Signature Over Printed Name Supplier / Date</div>
Approved Budget for the Contract :	2,274,000.00	
Funds Available:		
<div>RUBY G. MANANGU</div> <div>City Accountant</div>		



Republic of the Philippines
QUEZON CITY GOVERNMENT



PO Number **2411314**

Purchase Order Date: **DEC 05 2024**

Procuring Unit	: OFFICE OF THE CITY MAYOR (GAD COUNCIL OFFICE)	Project Number	:OCM(GAD)-24-EM-1771
Company Name	: RADPROD ENTERTAINMENT CORPORATION	Mode of Procurement	:Direct Contracting A
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Business Type	: Corporation Registration #2022110075596-01	TIN Number	:618-359-172-00000
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Payment Term :	Credit		

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	<ul style="list-style-type: none">• Transportation allowance and meals for participants and team <p>4. Fellowship Night</p> <ul style="list-style-type: none">• Catering services (buffet meals with drinks for 100 pax, including tables and chairs) <ul style="list-style-type: none">• Staging and program management <p>5. Project Management and Logistics</p> <ul style="list-style-type: none">• Formation of a professional project management team• Logistics for ingress, installation, and egress <p>6. Creative Fees, Fabrication, and Taxes</p> <ul style="list-style-type: none">• Creative fees for concept development and revisions• Miscellaneous expenses (crew meal, field expenses, service fees, and applicable taxes) <p>C. DELIVERABLES</p> <p>a. Conceptualize, plan and execute the approved layout designs, merchandising and decor for the Quezon City Rainbow Queen 2024.</p> <p>b. Conceptualize, plan and execute the staging of the Quezon City Rainbow Queen 2024: An Advocacy Pageant in celebration of Human Rights Day in close coordination with the Quezon City Gender and Development Council Office.</p> <p>c. Conceptualize, plan, and schedule the Pre-Pageant Activities for the Quezon City Rainbow Queen 2024 and execute the logistical needs.</p> <p>d. Form a project Management Team composed of professional, skilled and competent staff to manage, coordinate, oversee the preparatory, actual and post event preparations, physical structures, technical equipment, logistical requirements and other elements related to promotion of LGBTQIA+ rights.</p>				

Obligation Request :	100. 2024. 11/2070	<div>AMY HOPE AGAYAT - DEC. 5, 2024</div> <div>Signature Over Printed Name Supplier / Date</div>
Approved Budget for the Contract :	2,274,000.00	
Funds Available:		
<div>RUBY G. MANANGU</div> <div>City Accountant</div>		



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QUEZON CITY GOVERNMENT



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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
	<p>e. The project management team shall coordinate with the QC Rainbow Pride and other organizations/departments and offices for support.</p> <p>f. Provide the following for the project:</p> <ul style="list-style-type: none">• Original Concept• Mechanics, scheme and schedule of activities• Venues styling and stage designs• Rental of physical structures such as but not limited to backdrops, photo walls, signage for event programs and others• Rental of technical equipment such as but not limited to lights, sounds and video equipment, LED screens for events and activities• Provide manpower and logistics to manage ingress, installation and egress of physical structures, technical equipment and electrical fixtures• Provide production team, photography team, media team, creative and technical manpower for the event• Turn-over of photos, documentations of the event (soft and hard copies)• Source, recommend and hire local hosts or talents needed for the programs• Judges for the competition proper and preliminary interview <p>Events Management:</p> <p>Advocacy Pageantry Design and Execution</p> <ul style="list-style-type: none">• Venue plan, layout capacity, and designs• Creative designs and physical prototypes• Fabrication and installation of merchandising materials, Décor, buntings, sintra boards, and signages				

Obligation Request : **100 - 2024-1-12070**

Approved Budget for the Contract : 2,274,000.00

Funds Available:

ANY HOPE AGAPAY - DEC. 5, 2024
Signature Over Printed Name
Supplier / Date

RUBY G. MANANGU
City Accountant



Procuring Unit	: OFFICE OF THE CITY MAYOR (GAD COUNCIL OFFICE)	Project Number	: OCM(GAD)-24-EM-1771
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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	Pageant Night/Coronation Night <ul style="list-style-type: none">• Staging design and event management• Judges (professional fees, transportation, and meals)• Technical requirements (lights, sound, LED screen rental) Preliminary Activities <ul style="list-style-type: none">• Orientation, rehearsals, tour visitation, photoshoot, Interview, and presscon• Photography team, production team, media team, and choreographers• Transportation allowance and meals for participants and team Fellowship Night <ul style="list-style-type: none">• Catering services (buffet meals with drinks for 100pax, including Tables and chairs)• Staging and program management Project Management and Logistics <ul style="list-style-type: none">• Formation of a professional project management team• Logistics for ingress, installation, and egress Creative Fees, Fabrication, and Taxes <ul style="list-style-type: none">• Creative fees for concept development and revisions• Miscellaneous expenses (crew meal, field expenses, services fees, and applicable taxes) FOOD: Catered Breakfast and Lunch: Lunch: Roasted Beef in Mushroom Sauce, Beef Salpicao, Buttered Vegetables, Rice, Mango Sago, Drinks, Buttered Vegetables, Rice, Mango Sago, Drinks, Unsweetened Pineapple Juice,				

Obligation Request :	MM-2024-11-12070	<div>AMY HOYE Signature Over Printed Name Supplier / Date</div> <div>AGAPAY-DEC-5, 2024</div>
Approved Budget for the Contract :	2,274,000.00	
Funds Available:		
<div>RUBY G. MANANGU City Accountant</div>		

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:

AMY HOP
SIGNATURE OVER PRINTED NAME

AUTHORIZED REPRESENTATIVE
IN THE CAPACITY OF

DECEMBER 5, 2024
DATE

Duly authorized to sign this Purchase Order for and on behalf of LAOPROD ENVIRONMENT CORPORATION
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)