



Procuring Unit	: QUEZON CITY ANTI-DRUG ABUSE COUNCIL	Project Number	: QCADAC-25-EM-0140
Company Name	: ARS TOURS & CONVENTION	Mode of Procurement	: Public Bidding
Address	: 1031 North Residences Tower 2021 EDSA cor. Lanutan St., Veterans Village, Quezon City	Resolution No.	: 25-GSPB-029
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 :	Upon end-user's instruction subject to proper coordination with CGSD	Delivery Schedule	Upon Request by the End-User until April 30, 2025
Payment Term :	Credit		

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	<ul style="list-style-type: none"><li>• Teardown and Clean-up: Ensure that all event-related installations are dismantled, and the venue is restored to its original state.</li><li>• Post-Event Reporting: Prepare a comprehensive report detailing the event's execution, including attendance, feedback, financial accounting, and recommendations for future events.</li><li>• Evaluation and Feedback Collection: Conduct surveys to gather feedback from participants and stakeholders to evaluate the event's success and areas for improvement.</li></ul> <p>(with attached Terms of Reference that will form an integral part of the Purchase Order)</p>				

Total Amount :	7,998,000.00
----------------	--------------

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

Obligation Request : **100-2025-01-176**

Approved Budget for the Contract : **8,000,000.00**

Funds Available:

  
**RUBY G. MANANGU**  
City Accountant



  
**MA. JOSEFINA G. BELMONTE**  
City Mayor

  
Signature Over Printed Name  
Supplier / Date **4/28/25**



TERMS AND CONDITIONS

1. ALL PRICES INDICATED HEREIN ARE VALID, BINDING AND EFFECTIVE AT LEAST WITH'N 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 JAN 28 2025 and to expire on - APR 30 2025.

CONFORME:

ALBERT R. SUMMATA  
SIGNATURE OVER PRINTED NAME

PROPRIETOR  
IN THE CAPACITY OF

1/28/25  
DATE

Duly authorized to sign this Purchase Order for and on behalf of ARS TOURS & CONVENTION  
COMPANY NAME

**SUBSCRIBED AND SWORN** to before me this 28 JAN 2025 day of JAN, 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 DRIVER'S LICENSE with his/her photograph and signature appearing thereon with No. N25-14-024920 EXP 2/13/32

Doc. No. 107  
Page No. 23  
Book No. X1  
Series of 2025

**NOTARY PUBLIC**  
UNTIL DECEMBER 31, 2026  
ADM MATTER NO. 003  
PTR NO. 7016197 / 01-02-2025 / Q.C  
IBP NO. 472850 / 10-23-2024 / Q.C  
ROLL NO. 28435  
MCLE NO. VIII-0008500 / 05-07-2024  
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)





Republic of the Philippines  
QUEZON CITY GOVERNMENT



PO Number **E2501125**

Purchase Order Date: **JAN 16 2025**

Procuring Unit	: QUEZON CITY ANTI-DRUG ABUSE COUNCIL	Project Number	: QCADAC-25-EM-0140
Company Name	: ARS TOURS & CONVENTION	Mode of Procurement	: Public Bidding
Address	: 1031 North Residences Tower 2021 EDSA cor. Lanutan St., Veterans Village, Quezon City	Resolution No.	: 25-GSPB-029
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 :	Upon end-user's instruction subject to proper coordination with CGSD	Delivery Schedule	Upon Request by the End-User until April 30, 2025
Payment Term :	Credit		

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	<p>BARKADA KONTRA DROGA (BKD) NATIONAL CONVENTION 2025 FOR THE YEAR 2025 (EARLY PROCUREMENT ACTIVITY)</p> <p>The Barkada Kontra Droga (BKD) is a government-led initiative aimed at engaging the youth in the fight against illegal drugs through community-based prevention programs. The BKD National Convention is an event that will gather youth leaders, government officials, non-government organizations, and community advocates to discuss strategies, share experiences, and strengthen anti-drug initiatives across the country. The government seeks the services of a qualified event management company to support the planning, organization, and execution of this convention, ensuring that it aligns with the standards of public service and meets the intended objectives.</p> <p>SCOPE OF WORK</p> <p>The event management company shall provide the following services:</p> <ul style="list-style-type: none"><li>• Event Design and Planning: Collaborate with the organizing committee to develop a detailed plan that includes event theme, objectives, schedule, and program flow.</li><li>• Venue Selection and Setup: Identify a suitable government-approved venue that meets capacity requirements, accessibility standards, and government safety protocols. Arrange seating, stage setup, and decorations.</li><li>• Logistics Coordination: Manage all logistical requirements including transportation for participants, catering arrangements, accommodations (if required), and permits.</li><li>• Vendor Management: Coordinate with accredited suppliers for catering, audio-visual services, technical equipment, security, and</li></ul>	lot	1	7,998,000.00	7,998,000.00

Obligation Request : 100-2025-01-128

Approved Budget for the Contract : 8,000,000.00

Funds Available:

  
Signature Over Printed Name  
Supplier / Date

  
RUBY G. MANANGU  
City Accountant



## TERMS AND CONDITIONS

1. ALL PRICES INDICATED HEREIN ARE VALID, BINDING AND EFFECTIVE AT LEAST WITH'N 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 JAN 28 2025 and to expire on - APR 30 2025

CONFORME:

Arumet P. Sumeda  
SIGNATURE OVER PRINTED NAME

PROPRIETOR 1/28/25  
IN THE CAPACITY OF DATE

Duly authorized to sign this Purchase Order for and on behalf of AKS TOURS AND CRUISES  
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)





Republic of the Philippines  
QUEZON CITY GOVERNMENT



PO Number **E2501125**

Purchase Order Date: **JAN 16 2025**

Procuring Unit	: QUEZON CITY ANTI-DRUG ABUSE COUNCIL	Project Number	: QCADAC-25-EM-0140
Company Name	: ARS TOURS & CONVENTION	Mode of Procurement	: Public Bidding
Address	: 1031 North Residences Tower 2021 EDSA cor. Lanutan St., Veterans Village, Quezon City	Resolution No.	: 25-GSPB-029
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 :	Upon end-user's instruction subject to proper coordination with CGSD	Delivery Schedule	Upon Request by the End-User until April 30, 2025
Payment Term :	Credit		

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	<p>other necessary services. Ensure compliance with government procurement processes.</p> <ul style="list-style-type: none"><li>• Promotion and Registration: Assist in the dissemination of event information through official channels, including government websites and social media. Manage participant registration, both online and on-site.</li><li>• Coordination with Speakers and Partners: Liaise with invited speakers, government representatives, and partner organizations to confirm participation and facilitate travel and accommodation if needed.</li></ul> <p>Event Execution</p> <ul style="list-style-type: none"><li>• On-Site Event Management: Provide a team to oversee daily operations, including registration, ushering, program management, and troubleshooting.</li><li>• Technical and Audio-Visual Support: Ensure all audio-visual and technical requirements are met, including microphones, projectors, sound systems, and lighting.</li><li>• Program Facilitation: Manage the flow of the program, ensuring that sessions run according to the schedule and providing support for speakers and moderators.</li><li>• Health, Safety, and Security Management: Work closely with government security personnel and local authorities to implement safety protocols. Ensure compliance with health regulations, including emergency medical services on standby.</li><li>• Catering and Hospitality: Oversee the provision of meals and refreshments for participants, VIPs, and speakers, ensuring quality service in line with government guidelines.</li></ul> <p>Post-Event Activities</p>				

Obligation Request : 100-2024-01-178	
Approved Budget for the Contract : 8,000,000.00	
Funds Available:	
	<div>Signature R. DUMARA 1/28/25 Signature Over Printed Name Supplier / Date</div>
	<div>9 RUBY G. MANANGU City Accountant</div>



## TERMS AND CONDITIONS

1. ALL PRICES INDICATED HEREIN ARE VALID, BINDING AND EFFECTIVE AT LEAST WITH'N 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 JAN 28 2025 and to expire on - APR 30 2025.

CONFORME:

ALBERT J. SUMERAY  
SIGNATURE OVER PRINTED NAME

PROPRIETOR  
IN THE CAPACITY OF

1/28/25 BX  
DATE

Duly authorized to sign this Purchase Order for and on behalf of ARS TOURS & 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)