



Republic of the Philippines  
QUEZON CITY GOVERNMENT



PO Number **GS-2506053**

Purchase Order Date: **JUL 15 2025**

Procuring Unit	: QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	Project Number	: QCDRRMO-25-HLMF-0621
Company Name	: SMECA ENTERPRISES JOINT VENTURE WITH JEST TRADING	Mode of Procurement	: Public Bidding
Address	: Suite 211 ACRE Bldg. #137 Malakas Street District 4, Quezon City	Resolution No.	: 25-GSPB-280
Business Type	: Sole Proprietorship Registration No. 4803372 / 3228564	TIN	: 109-394-750-00000 / 424-695-326-00000
		Contact Number	: 0926755120

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 December 31, 2025  
Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	Sandwich, Chicken and Egg Sandwich, or Clubhouse Sandwich 3. Plain rice, Creamy mushroom Soup, Chicken/Pork adobo, Roasted/Grilled Chicken/Pork, Chopsuey, Sweet Banana Fritter 4. Beef/Chicken/Pork Empanada, Baked Lasagna  Event Materials for Batch 1 & 2 Trainings -Banner Tarpaulin, 4ft x 12ft, 8oz x 2pcs Workshop Materials: -Cartolina Papers, per roll (10 pcs.) x 27 rolls -Permanent Markers, per box (12 pcs) x 22 boxes -Vellum Cardboard Paper A4, per pack (10 sheets) x 27 packs -Manila Paper 2s (36inchesx 48inches) x 132 sets -Stick-on Memo Pads - 132pcs -L-Shape Clear Plastic Folder A4, per pack (12 pcs) x 22 packs				

Total Amount : **4,216,780.00**

Total Amount In Words (Pesos): Four Million Two Hundred Sixteen Thousand Seven Hundred Eighty Pesos and 00/100 Only

Obligation Request : *100 - SUBST. OR - 04704*

Approved Budget for the Contract : 4,238,077.00

Funds Available:

**RUBY G. MANANGU**  
City Accountant



*[Signature]*  
**MARIA TERESA B. CAJUCAN** 7/15/25  
Signature Over Printed Name  
Supplier / Date

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





Republic of the Philippines  
QUEZON CITY GOVERNMENT



PO Number **GS-2506053**

Purchase Order Date: **JUL 15 2025**

Procuring Unit	: QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	Project Number	: QCDRRMO-25-HLMF-0621
Company Name	: SMECA ENTERPRISES JOINT VENTURE WITH JEST TRADING	Mode of Procurement	: Public Bidding
Address	: Suite 211 ACRE Bldg. #137 Malakas Street District 4, Quezon City	Resolution No.	: 25-GSPB-280
Business Type	: Sole Proprietorship Registration No. 4803372 / 3228564	TIN	: 109-394-750-00000 / 424-695-326-00000
		Contact Number	: 0926755120

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 December 31, 2025  
 Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	HOTEL ACCOMMODATION AND OTHERS FOR CAPACITY DEVELOPMENT FOR COMMUNITY SAVINGS GROUP  Activity 1.1. (Coordination Meeting) 30 persons x 1 meeting FOOD (AM Snacks and Lunch) 1. Fresh/Fried Lumpia, Cheesy Baked Macaroni 2. Plain rice, Chicken Soup, Bangus ala Pobre, Beef Caldereta, Pinakbet, Fresh Tropical Fruit  Activity 1.2. (2-Day Capacity Building and Business Workshop for CSG Members) 200pax x 2days (2 days and 1 night) Hotel Accommodation (Use of function room, chairs, tables, free use of WIFI, overflowing coffee, purified drinking water and set up services)  Food Manage Buffet: Day 1 (AM Snacks, Lunch, PM Snacks, Dinner) 1. One Sandwich with fries: choice of Bacon & Egg Sandwich, Tuna Sandwich, Chicken and Egg Sandwich, or Clubhouse Sandwich 2. Plain rice, Crab and Corn Soup, Roasted/Grilled Chicken/Pork, Mixed Vegetable, Fresh Tropical Fruit	lot	1	3,025,610.00	3,025,610.00

Obligation Request : *MO-2025-06.02704*

Approved Budget for the Contract : 4,238,077.00

Funds Available:

*Maria Teresa O. Cayulom*  
 MARIA TERESA O. CAYULOM  
 Signature Over Printed Name  
 Supplier / Date

*Ruby G. Manangu*  
 RUBY G. MANANGU  
 City Accountant





Republic of the Philippines  
QUEZON CITY GOVERNMENT



PO Number **GS-2506053**

Purchase Order Date: **JUL 15 2025**

Procuring Unit	: QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	Project Number	: QCDRRMO-25-HLMF-0621
Company Name	: SMECA ENTERPRISES JOINT VENTURE WITH JEST TRADING	Mode of Procurement	: Public Bidding
Address	: Suite 211 ACRE Bldg. #137 Malakas Street District 4, Quezon City	Resolution No.	: 25-GSPB-280
Business Type	: Sole Proprietorship Registration No. 4803372 / 3228564	TIN	: 109-394-750-00000 / 424-695-326-00000
		Contact Number	: 0926755120

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 December 31, 2025  
Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	3. Beef/Chicken/Pork Empanada, Fresh Lumpia, or Spinach and One Pasta: Choice of Cheesy Baked Macaroni, Baked Spaghetti 4. Plain rice, Pumpkin Soup, Chicken/Pork adobo, Pinakbet, Buko Pandan  Day 2 (Complimentary Breakfast, AM Snacks, Lunch, PM Snacks) 1. Complimentary Breakfast 2. One Sandwich with fries: choice of Bacon & Egg or Tuna Sandwich, Chicken and Egg Sandwich, or Clubhouse Sandwich 3. Plain rice, Creamy mushroom Soup, Chicken/Pork adobo, Roasted/Grilled Chicken/Pork, Chopsuey, Sweet Banana Fritter 4. Beef/Chicken/Pork Empanada, Baked Lasagna  Event Materials: -Banner Tarpaulin, 4feet x 12feet, 8oz - 1pc -Pull-up Banner with stand (33inches x 78inches) 1 piece Workshop Materials: -Cartolina Papers, per roll (10pcs.) x 20 rolls -Permanent Markers, per box (12 pcs) x 17 boxes -Vellum Cardboard Paper A4, per pack (10 sheets) x 20 packs -Manila Papers 2s (36inches x 48inches) 100 sets -Stick-on Memo Pads - 100pcs.				

Obligation Request : *10-2025-08-02704*

Approved Budget for the Contract : 4,238,077.00

Funds Available:

*[Signature]*  
**MARIA TERESA O. CAJUCAN** 7/16/25  
Signature Over Printed Name  
Supplier / Date

*[Signature]*  
**RUBY G. MANANGU**  
City Accountant





Republic of the Philippines  
QUEZON CITY GOVERNMENT



PO Number **GS-2506053**

Purchase Order Date: **JUL 15 2025**

Procuring Unit	: QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	Project Number	: QCDRRMO-25-HLMF-0621
Company Name	: SMECA ENTERPRISES JOINT VENTURE WITH JEST TRADING	Mode of Procurement	: Public Bidding
Address	: Suite 211 ACRE Bldg. #137 Malakas Street District 4, Quezon City	Resolution No.	: 25-GSPB-280
Business Type	: Sole Proprietorship Registration No. 4803372 / 3228564	TIN	: 109-394-750-00000 / 424-695-326-00000
		Contact Number	: 0926755120

**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 December 31, 2025  
**Payment Term :** Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	-L-Shape Clear Plastic Folder A4, per pack (12 pcs) x 17 packs				
	Activity 2. Financial Resilience Seminar for QC CSG Chapter Members 100pax x 3days (3 days and 2 nights)				
	Hotel Accommodation (Use of function room, chairs, tables, free use of WiFi, overflowing coffee, purified drinking water and set up services)				
	Food Manage Buffet:				
	Day 1 (AM Snacks, Lunch, PM Snacks, Dinner)				
	1. One Sandwich with fries: choice of Bacon & Egg Sandwich, Tuna Sandwich, Chicken and Egg Sandwich, or Clubhouse Sandwich				
	2. Plain rice, Crab and Corn Soup, Roasted/Grilled Chicken/Pork, Mixed Vegetable, Fresh Tropical Fruit				
	3. Beef/Chicken/Pork Empanada, Fresh Lumpia, or Spinach and One Pasta: Choice of Cheesy Baked Macaroni, Baked Spaghetti				
	4. Plain rice, Pumpkin Soup, Chicken/Pork adobo, Pinakbet, Buko Pandan				
	Day 2 (Complimentary Breakfast, AM Snacks, Lunch, PM Snacks, Dinner)				
	1. Complimentary Breakfast				
	2. One Sandwich with fries: choice of Bacon & Egg or Tuna				

**Obligation Request :** *NO-2025-02-02304*

**Approved Budget for the Contract :** 4,238,077.00

**Funds Available:**

*[Signature]*  
**LARKIA TERESA O. CAJULON** 7/16/25  
Signature Over Printed Name  
Supplier / Date

*[Signature]*  
**RUBY G. MANANGU**  
City Accountant





Procuring Unit	: QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	Project Number	: QCDRRMO-25-HLMF-0621
Company Name	: SMECA ENTERPRISES JOINT VENTURE WITH JEST TRADING	Mode of Procurement	: Public Bidding
Address	: Suite 211 ACRE Bldg. #137 Malakas Street District 4, Quezon City	Resolution No.	: 25-GSPB-280
Business Type	: Sole Proprietorship Registration No. 4803372 / 3228564	TIN	: 109-394-750-00000 / 424-895-326-00000
		Contact Number	: 0926755120

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 December 31, 2025  
 Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	Sandwich, Chicken and Egg Sandwich, or Clubhouse Sandwich - 3. Plain rice, Creamy mushroom Soup, Chicken/Pork adobo, - Roasted/Grilled Chicken/Pork, Chopsuey, Sweet Banana Fritter - 4. Beef/Chicken/Pork Empanada, Baked Lasagna 5. Plain rice, Pumpkin Soup, Chicken/Pork adobo, Pinakbet, Buko Pandan  Day 3 (Complimentary Breakfast, AM Snacks, Lunch, PM Snacks) 1. Complimentary Breakfast 2. One Sandwich with fries: choice of Bacon & Egg Sandwich, Tuna Sandwich, Chicken and Egg Sandwich, or Clubhouse Sandwich 3. Plain rice, Crab and Corn Soup, Roasted/Grilled Chicken/Pork, Mixed Vegetable, Fresh Tropical Fruit 4. Beef/Chicken/Pork Empanada, Fresh Lumpia, or Spinach and One Pasta: Choice of Cheesy Baked Macaroni, Baked Spaghetti  Event Materials: -Banner Tarpaulin, 4feet x 12feet, 8oz - x 1 pc. -Vellum Cardboard Paper A4, per pack (10 sheets) x 10 packs -L-Shape Clear Plastic Folder A4, per pack (12 pcs) x 9 packs  Activity 3.1. Coordination Meeting				

Obligation Request : *120-2104-02-02704*

Approved Budget for the Contract : 4,238,077.00

Funds Available:

*[Signature]*  
 MARIA TERESA D. CAJUCOM 7/15/25  
 Signature Over Printed Name  
 Supplier / Date

*[Signature]*  
 RUBY G. MANANGU  
 City Accountant



Management System  
 ISO 9001:2015





Republic of the Philippines  
QUEZON CITY GOVERNMENT



PO Number **GS-2506053**

Purchase Order Date: **JUL 15 2025**

Procuring Unit	: QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	Project Number	: QCDRRMO-25-HLMF-0621
Company Name	: SMECA ENTERPRISES JOINT VENTURE WITH JEST TRADING	Mode of Procurement	: Public Bidding
Address	: Suite 211 ACRE Bldg. #137 Malakas Street District 4, Quezon City	Resolution No.	: 25-GSPB-280
Business Type	: Sole Proprietorship Registration No. 4803372 / 3228564	TIN	: 109-394-750-00000 / 424-695-326-00000
		Contact Number	: 0926755120

**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 December 31, 2025  
**Payment Term :** Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	<p>30 persons x 1 meeting FOOD (AM Snacks and Lunch)</p> <ol style="list-style-type: none"> <li>1. Fresh/Fried Lumpia, Cheesy Baked Macaroni</li> <li>2. Plain rice, Chicken Soup, Bangus ala Pobre, Beef Caldereta, Pinakbet, Fresh Tropical Fruit</li> </ol> <p>Activity 3.2. Year-end Assessment and Planning for QC-CSG Chapters 220pax x 3days (3 days and 2 nights) Hotel Accommodation (Use of function room, chairs, tables, free use of WIFI, overflowing coffee, purified drinking water and set up services)</p> <p>Food Manage Buffet: Day 1 (AM Snacks, Lunch, PM Snacks, Dinner)</p> <ol style="list-style-type: none"> <li>1. One Sandwich with fries: choice of Bacon &amp; Egg Sandwich, Tuna Sandwich, Chicken and Egg Sandwich, or Clubhouse Sandwich</li> <li>2. Plain rice, Crab and Corn Soup, Roasted/Grilled Chicken/Pork, Mixed Vegetable, Fresh Tropical Fruit</li> <li>3. Beef/Chicken/Pork Empanada, Fresh Lumpia, or Spinach and One Pasta: Choice of Cheesy Baked Macaroni, Baked Spaghetti</li> <li>4. Plain rice, Pumpkin Soup, Chicken/Pork adobo, Pinakbet, Buko Pandan</li> </ol>				

Obligation Request : *100-0722-06-0A704*

Approved Budget for the Contract : 4,238,077.00

Funds Available:

*[Signature]*  
**MARIA TERESA D. CAJUCOM** 7/15/25  
Signature Over Printed Name  
Supplier / Date

*[Signature]*  
**RUBY G. MANANGU**  
City Accountant





Procuring Unit	: QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	Project Number	: QCDRRMO-25-HLMF-0621
Company Name	: SMECA ENTERPRISES JOINT VENTURE WITH JEST TRADING	Mode of Procurement	: Public Bidding
Address	: Suite 211 ACRE Bldg. #137 Malakas Street District 4, Quezon City	Resolution No.	: 25-GSPB-280
Business Type	: Sole Proprietorship Registration No. 4803372 / 3228564	TIN	: 109-394-750-00000 / 424-695-326-00000
		Contact Number	: 0926755120

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 December 31, 2025  
 Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	Day 2 (Complimentary Breakfast, AM Snacks, Lunch, PM Snacks, Dinner) 1. Complimentary Breakfast 2. One Sandwich with fries: choice of Bacon & Egg or Tuna Sandwich, Chicken and Egg Sandwich, or Clubhouse Sandwich 3. Plain rice, Creamy mushroom Soup, Chicken/Pork adobo, Roasted/Grilled Chicken/Pork, Chopsuey, Sweet Banana Fritter 4. Beef/Chicken/Pork Empanada, Baked Lasagna 5. Plain rice, Pumpkin Soup, Chicken/Pork adobo, Pinakbet, Buko Pandan  Day 3 (Complimentary Breakfast, AM Snacks, Lunch, PM Snacks) 1. Complimentary Breakfast 2. One Sandwich with fries: choice of Bacon & Egg Sandwich, Tuna Sandwich, Chicken and Egg Sandwich, or Clubhouse Sandwich 3. Plain rice, Crab and Corn Soup, Roasted/Grilled Chicken/Pork, Mixed Vegetable, Fresh Tropical Fruit 4. Beef/Chicken/Pork Empanada, Fresh Lumpia, or Spinach and One Pasta: Choice of Cheesy Baked Macaroni, Baked Spaghetti  Event Materials: -Banner Tarpaulin, 4feet x 12feet, 8oz x 2pcs.				

Obligation Request : 120-2025-PG-08744

Approved Budget for the Contract : 4,238,077.00

Funds Available:

*Maria Teresa O. Cajocom*  
 MARIA TERESA O. CAJOCOM 7/15/25  
 Signature Over Printed Name  
 Supplier / Date

*Ruby G. Manangu*  
 RUBY G. MANANGU  
 City Accountant





Republic of the Philippines  
QUEZON CITY GOVERNMENT



PO Number **GS-2506053**

Purchase Order Date: **JUL 15 2025**

Procuring Unit	: QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	Project Number	: QCDRRMO-25-HLMF-0621
Company Name	: SMECA ENTERPRISES JOINT VENTURE WITH JEST TRADING	Mode of Procurement	: Public Bidding
Address	: Suite 211 ACRE Bldg. #137 Malakas Street District 4, Quezon City	Resolution No.	: 25-GSPB-280
Business Type	: Sole Proprietorship Registration No. 4803372 / 3228564	TIN	: 109-394-750-00000 / 424-695-326-00000
		Contact Number	: 0926755120

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 December 31, 2025  
Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
2	-Cartolina Paper, per roll (10pcs) x 22 rolls -Permanent Markers, per box (12pcs) x 19 boxes -Vellum Cardboard Paper A4, per pack (10 sheets) x 22 packs -Manila Papers 2s (36inches x 48inches) - 110 sets -Stick-on Memo Pads - 110pcs -L-Shape Clear Plastic Folder A4, per pack (12 pcs) x 19 packs <b>HOTEL ACCOMMODATION AND OTHERS FOR BUSINESS CONTINUITY PLAN TRAINING FOR MSECs IN HAZARD PRONE AREAS</b>  Activity 1. Coordination Meeting (2 Meetings x 30 packs) FOOD (AM Snacks and Lunch) 1. Fresh/Fried Lumpia, Cheesy Baked Macaroni 2. Plain rice, Chicken Soup, Bangus ala Pobre, Beef Caldereta, Pinakbet, Fresh Tropical Fruit  Activity 2.1. 2 - Day Disaster Preparedness and Business Continuity & Resiliency Plan (BRCP) Training for MSECs Plan (BRCP) Training for MSECs 132pax x 2days (2 days and 1 night)  Training for Batch 1: Hotel Accommodation	lot	1	1,191,170.00	1,191,170.00

Obligation Request : *100-24925-06-02744*

Approved Budget for the Contract : 4,238,077.00

Funds Available:

*[Signature]*  
MARIA TERESA D. CAJULON 7/15/25  
Signature Over Printed Name  
Supplier / Date

*[Signature]*  
**RUBY G. MANANGU**  
City Accountant





Republic of the Philippines  
QUEZON CITY GOVERNMENT



PO Number **GS-2506053**

Purchase Order Date: **JUL 15 2025**

Procuring Unit	: QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	Project Number	: QCDRRMO-25-HLMF-0621
Company Name	: SMECA ENTERPRISES JOINT VENTURE WITH JEST TRADING	Mode of Procurement	: Public Bidding
Address	: Suite 211 ACRE Bldg. #137 Malakas Street District 4, Quezon City	Resolution No.	: 25-GSPB-280
Business Type	: Sole Proprietorship Registration No. 4803372 / 3228564	TIN	: 109-394-750-00000 / 424-695-326-00000
		Contact Number	: 0926755120

**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 December 31, 2025  
**Payment Term :** Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	(Use of function room, chairs, tables, free use of WIFI, overflowing coffee, purified drinking water and set up services)  Food Manage Buffet: Day 1 (AM Snacks, Lunch, PM Snacks, Dinner) 1. One Sandwich with fries: choice of Bacon & Egg Sandwich, Tuna Sandwich, Chicken and Egg Sandwich, or Clubhouse Sandwich 2. Plain rice, Crab and Corn Soup, Roasted/Grilled Chicken/Pork, Mixed Vegetable, Fresh Tropical Fruit 3. Beef/Chicken/Pork Empanada, Fresh Lumpia, or Spinach and One Pasta: Choice of Cheesy Baked Macaroni, Baked Spaghetti 4. Plain rice, Pumpkin Soup, Chicken/Pork adobo, Pinakbet, Buko Pandan  Day 2 (Complimentary Breakfast, AM Snacks, Lunch, PM Snacks) 1. Complimentary Breakfast 2. One Sandwich with fries: choice of Bacon & Egg or Tuna Sandwich, Chicken and Egg Sandwich, or Clubhouse Sandwich 3. Plain rice, Creamy mushroom Soup, Chicken/Pork adobo, Roasted/Grilled Chicken/Pork, Chopsuey, Sweet Banana Fritter 4. Beef/Chicken/Pork Empanada, Baked Lasagna  Activity 2.2. 2-Day Disaster Preparedness and Business Continuity				

Obligation Request : 120-2025-Pa-02744

Approved Budget for the Contract : 4,238,077.00

Funds Available:

*[Signature]*  
**MARIA TERESA O. CAJUCOM** 7/15/25  
Signature Over Printed Name  
Supplier / Date

*[Signature]*  
**RUBY G. MANANGU**  
City Accountant





Republic of the Philippines  
QUEZON CITY GOVERNMENT



PO Number **GS-2506053**

Purchase Order Date: **JUL 15 2025**

Procuring Unit	: QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	Project Number	: QCDRRMO-25-HLMF-0621
Company Name	: SMECA ENTERPRISES JOINT VENTURE WITH JEST TRADING	Mode of Procurement	: Public Bidding
Address	: Suite 211 ACRE Bldg. #137 Malakas Street District 4, Quezon City	Resolution No.	: 25-GSPB-280
Business Type	: Sole Proprietorship Registration No. 4803372 / 3228564	TIN	: 109-394-750-00000 / 424-695-326-00000
		Contact Number	: 0926755120

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 December 31, 2025  
 Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	& Resiliency Plan (BRCP) Training for MSECs - 132pax x 2days (2 days and 1 night) -  Training for Batch 2 Hotel Accommodation (Use of function room, chairs, tables, free use of WIFI, overflowing coffee, purified drinking water and set up services)  Food Manage Buffet: Day 1 (AM Snacks, Lunch, PM Snacks, Dinner) 1. One Sandwich with fries: choice of Bacon & Egg Sandwich, Tuna Sandwich, Chicken and Egg Sandwich, or Clubhouse Sandwich 2. Plain rice, Crab and Corn Soup, Roasted/Grilled Chicken/Pork, Mixed Vegetable, Fresh Tropical Fruit 3. Beef/Chicken/Pork Empanada, Fresh Lumpia, or Spinach and One Pasta: Choice of Cheesy Baked Macaroni, Baked Spaghetti 4. Plain rice, Pumpkin Soup, Chicken/Pork adobo, Pinakbet, Buko Pandan  Day 2 (Complimentary Breakfast, AM Snacks, Lunch, PM Snacks) 1. Complimentary Breakfast 2. One Sandwich with fries: choice of Bacon & Egg or Tuna				

Obligation Request : *no-2025-02-06704*

Approved Budget for the Contract : 4,238,077.00

Funds Available:

*[Signature]*  
**MARIA TERESA D. CAJULOM** 7/15/25  
 Signature Over Printed Name  
 Supplier / Date

*[Signature]*  
**RUBY G. MANANGU**  
 City Accountant



**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 JUL 15 2025 and to expire on -

CONFORME:

DEC 31 2025  
MARIA TERESA D. CAJULON  
SIGNATURE OVER PRINTED NAME

PROPRIETOR  
IN THE CAPACITY OF

7/15/25  
DATE

Duly authorized to sign this Purchase Order for and on behalf of: SMECA ENTERPRISEC  
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)