



Republic of the Philippines
QUEZON CITY GOVERNMENT



PO Number **GS-2511186**

Purchase Order Date: NOV 16 2025

Procuring Unit : DEPARTMENT OF BUILDING OFFICIAL	Project Number : DBO-25-EM-1381
Company Name : HEAVENSKYE CONSUMER GOODS TRADING	Mode of Procurement : Small Value Procurement
Address : 25 B Makiling St. Hacienda Heights Concepcion II, Marikina City	Resolution No. : 25-GSA-151
Business Type : Sole Proprietorship Registration No. 2894924	TIN : 242-849-263-000
	Contact Number : 09175462688

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

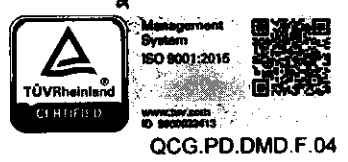
Place of Delivery : Upon End-User's instruction subject to proper coordination with CGSD
Delivery Schedule : Fifteen (15) Calendar Days
Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	<p>Scope of Work</p> <p>The Event Coordinator will be responsible for the following tasks:</p> <ul style="list-style-type: none"> • Event Conceptualization: Collaborate with the client to define the event's objectives, theme, and target audience. The Event Coordinator shall coordinate with the client before the event as part of the event planning and concept creation. The coordination, before the event in order to provide the client with the assistance and coordination necessary to have a concrete plan for the event, inclusive of running for errands or coordination with the suppliers. • This also includes the drafting of the event Program that aligns with the event theme, subject to the approval of the client. • Venue Set up: To assist the client in creating the event set up that aligns with the event Program, event theme and available event suppliers. • Supplier/Vendor Management: Source, negotiate with, and coordinate vendors, including catering, audiovisual, decor, and entertainment. • Event Timeline: Create a detailed event timeline and checklist, including deadlines for each task. • Supplier/Vendor Management: Source, negotiate with, and coordinate vendors, including catering, audiovisual, decor, and entertainment. • Event Timeline: Create a detailed event timeline and checklist, 	Lot	1	984,750.00	984,750.00

Obligation Request : TRUST FUND 300-2025-11-257
Approved Budget for the Contract : 985,000.00
Funds Available:

JEFFREY DE LEON 11/16/25
Signature Over Printed Name
Supplier / Date

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RUBY G. MANANGU
City Accountant





Republic of the Philippines
QUEZON CITY GOVERNMENT



PO Number **GS-2511186**

Purchase Order Date: **NOV 14 2025**

Procuring Unit : DEPARTMENT OF BUILDING OFFICIAL	Project Number : DBO-25-EM-1381
Company Name : HEAVENSKYE CONSUMER GOODS TRADING	Mode of Procurement : Small Value Procurement
Address : 25 B Makiling St. Hacienda Heights Concepcion II, Marikina City	Resolution No. : 25-GSA-151
Business Type : Sole Proprietorship Registration No. 2894924	TIN : 242-849-263-000
	Contact Number : 09175462688

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 : Fifteen (15) Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	<p>including deadlines for each task.</p> <p>Guest List Management: Assist with the creation and management of the guest list, including invitations, RSVPs, and special accommodations.</p> <p>Event Coordination</p> <ul style="list-style-type: none"> Logistics: Oversee all logistical aspects, including setup, breakdown, and on-site management. Staffing: Coordinate with and manage event staff, including volunteers, ushers, and security. On-Site Coordination: Serve as the primary point of contact on the day of the event, ensuring all elements run smoothly. Problem Solving: Address and resolve any issues that arise during the event. Guest Services: Manage guest services, including registration, information desks, and any special needs. Catering Services: Manage food preparation, coordinating with venue staff, and ensuring timely food service. <p>1 Lot- Event Planning and Event Coordination Services 1 Lot- Documentation (Photographer & Videographer with same day edit)</p> <p>Food: 500 Packs- Plated AM Snacks Egg Sandwich, Lettuce, Green Olives, Cheese, Healthy Juice Drinks, Provision of Water in Water Dispenser</p>				

Obligation Request : TRUST FUND *TRUST FUND - 11-2025*

Approved Budget for the Contract : 985,000.00

Funds Available:

JERRY DE BEN 11/18/25

Signature Over Printed Name
Supplier / Date

9
RUBY G. MANANGU
City Accountant



Management System
ISO 9001:2015





Republic of the Philippines
QUEZON CITY GOVERNMENT



PO Number **GS-251186**

Purchase Order Date: **NOV 14 2025**

Procuring Unit	: DEPARTMENT OF BUILDING OFFICIAL	Project Number	: DBO-25-EM-1381
Company Name	: HEAVENSKYE CONSUMER GOODS TRADING	Mode of Procurement	: Small Value Procurement
Address	: 25 B Makiling St. Hacienda Heights Concepcion II, Marikina City	Resolution No.	: 25-GSA-151
Business Type	: Sole Proprietorship Registration No. 2894924	TIN	: 242-849-263-000
		Contact Number	: 09175462688

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 : Fifteen (15) Calendar Days
Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	500 Packs- Plated Lunch Beef Caldereta, Fish Fillet, Steamed Vegetables, Rice, Fresh Fruits, Healthy Juice Drink, Provision of Water in Water Dispenser 500 Packs- Plated PM Snacks Chicken Sandwich, Healthy Juice Drink, Provision of Water in Water Dispenser Event Kits: 500 Pieces- Pen; Black; 0.5mm 500 Pieces- Writing Pad 50 leaves (size: 148 x 210mm) 500 Pieces- Customized Certificate of Attendance (legal size, special paper, 90gsm) with print 500 Pieces- Plastic Certificate Holder (legal size 216mm x 330mm) 1 Piece- Photo Wall Tarpaulin (with design lay- out up to 3 times draft) 12ft x 8ft, with print				

Total Amount : 984,750.00

Total Amount In Words (Pesos): Nine Hundred Eighty-Four Thousand Seven Hundred Fifty Pesos and 00/100 Only

Obligation Request : TRUST FUND *300-2105-12 257*

Approved Budget for the Contract : 985,000.00

Funds Available:

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RUBY G. MANANGU
City Accountant



JEFFREY DE LOA 11/14/25
Signature Over Printed Name
Supplier / Date

MA. JOSEFINA G. BELMONTE
City Mayor



Management System
ISO 9001:2015
www.bv.com
ID 900023413



TERMS AND CONDITIONS

1. 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 imposition of damages against AWARDEE.
2. When required pursuant to Republic Act No. 12009 and its Implementing Rules and Regulations (IRR), the AWARDEE shall, prior to Contract signing, post a Performance Security based on the Total Contract Price of the awarded items, in the form and amount prescribed under RA 12009 and its IRR. The form and amount of performance security shall be those indicated in RA 12009 and its IRR, as applicable.
3. When the AWARDEE fails to satisfactorily deliver goods/services under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the AWARDEE may be held liable for damages for the delay and shall pay the **Quezon City Government** liquidated damages, 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 **Quezon City Government**. If AWARDEE has not completed the delivery within the extended period and cumulative amount of liquidated damages reaches ten percent (10%) of the total amount of the awarded items, the **Quezon City Government** may rescind the Contract and impose appropriate sanctions over and above the liquidated damages to be paid, pursuant to the provisions of RA 12009 and its IRR, as applicable.
4. For purposes of assessment and enforcement of the liquidated damages provided under paragraph 3 hereof, the **Quezon City Government**, upon written notice to the AWARDEE, is hereby authorized to deduct any amount due as liquidated damages from any amount due or may become due and owing to the AWARDEE or from any and all bonds or securities posted by the AWARDEE in favor of the **Quezon City Government**, at the option of the latter. It is hereby agreed and understood that the assessment of liquidated damages are cumulative and not alternative remedies of the **Quezon City Government**, under this Contract.
5. The Warranty provision for goods under Section 90 of RA 12009, as applicable, shall be observed under the Contract, and the applicable *Warranty Security* shall be posted by AWARDEE. 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 provisions of Section 71.1.4 of the IRR of RA 12009 .
6. AWARDEE shall furnish the End-user through the **City General Services Department**, the articles, described above;
7. 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.
8. This Contract may be terminated, in whole or in part, at anytime for the convenience of the Government upon thirty (30) days written notice, if determined that conditions are existent which make the project implementation economically, financially, or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event/s or changes in law, and national government policies.
9. Upon the execution and issuance of the Contract, all rules and guidelines governing implementation of procurement contracts under RA 12009 and its IRR, as well as its amendment, if any, shall be applicable.
10. This contract shall also serve as **Notice to Proceed**, to take effect on NOV 18 2025 and to expire on - DEC 03 2025.

CONFORME:

JEFFREY DE LEON
SIGNATURE OVER PRINTED NAME

PROPRIETOR

IN THE CAPACITY OF

11/18/25
DATE

Duly authorized to sign this Purchase Order for and on behalf of

HEAVEN SENT CONSUMER GOODS TRADING

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)**