



Republic of the Philippines
QUEZON CITY GOVERNMENT



BAGONG PILIPINAS

PO Number

GS-2603017

Purchase Order Date: **MAR 26-2026**

Procuring Unit : GENDER AND DEVELOPMENT COUNCIL OFFICE	Project Number : GADCO-26-BMOP-0271
Company Name : MOIST GRAPHIC DESIGN AND CREATIVE SERVICES	Mode of Procurement : Competitive Bidding
Address : B2 L17 Diamond Street, Sta. Perpetua Village, Tandang Sora, Quezon City	Resolution No. : 26-GSA-062
Business Type : Sole Proprietorship Registration No. 2090722	TIN : 240-346-466-000
	Contact Number : 09178077288

Sir/Madam:

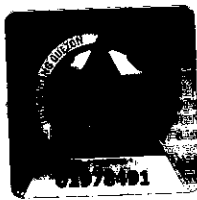
Please furnish this office the following articles subject to the terms and conditions contained here:

Place of Delivery : Gender and Development Council Office	Delivery Schedule	Upon issuance of Notice to Proceed until December 31, 2026
Payment Term : Credit		

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	<p>EDITORIAL SERVICES:</p> <ul style="list-style-type: none"> - Conceptualization of contents and page plan - Research of content and interviews - Writing, captioning, and proofreading - Professional photography, with artistic direction and execution - Design and layout must be the same style with the previous copyrighted IEC materials/books - Management and supervision from concept to production of proofs to final printing and delivery <p>(With attached Terms of Reference which will form an integral part of this Purchase Order)</p>				

Total Amount : 1,840,000.00

Total Amount In Words (Pesos): One Million Eight Hundred Forty Thousand Pesos and 00/100 Only

<p>Obligation Request : <i>17-2026-03-01924</i></p> <p>Approved Budget for the Contract : 1,843,000.00</p> <p>Funds Available:</p> <p>RUBY G. MANANGU City Accountant</p> 	<p><i>[Signature]</i> MA. REGINA JIMENEZ LOPEZ Signature Over Printed Name Supplier / Date <i>03-30-2026</i></p> <p><i>[Signature]</i> MA. JOSEFINA G. BELMONTE City Mayor</p>
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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 following, as applicable:
 - 1.1. Specifications/Descriptions provided in the Contract/PO/SDA;
 - 1.2. Ordinance No. SP No. 3017, S-2021, otherwise known as the Quezon City Green Public Procurement Ordinance of 2021 and its Implementing Rules and Regulations (IRR);
 - 1.3. Executive Order No. 16, S-2021, also known as Establishing the Quezon City Healthy Food Procurement Policy;
 - 1.4. Executive Order No. 3, S-2025, also known as Guidelines in Reducing Plastic Wastes in Quezon City Government Department and Offices;
 - 1.5. Republic Act No. 12009 "An Act Revising Republic Act No. 9184 Otherwise Known as the "Government Procurement Reform Act", and for Other Purposes and its Implementing Rules and Regulations (IRR)".Failure by the **AWARDEE** to comply with the same shall be a ground for non-acceptance of the goods and 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 MAR 30 2026 and to expire on DEC 31 2026.

CONFORME:

MA. REGINA JIMENEZ LOPEZ
SIGNATURE OVER PRINTED NAME

PROPRIETOR
IN THE CAPACITY OF

03-30-2026
DATE

Duly authorized to sign this Purchase Order for and on behalf of MOIST GRAPHIC DESIGN & CREATIVE SERVICES
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
QUEZÓN CITY GOVERNMENT



PO Number **GS-2603017**

Purchase Order Date: **MAR 26 2026**

Procuring Unit : GENDER AND DEVELOPMENT COUNCIL OFFICE	Project Number : GADCO-26-BMOP-0271
Company Name : MOIST GRAPHIC DESIGN AND CREATIVE SERVICES	Mode of Procurement : Competitive Bidding
Address : B2 L17 Diamond Street, Sta. Perpetua Village, Tandang Sora, Quezon City	Resolution No. : 26-GSA-062 TIN : 240-346-466-000
Business Type : Sole Proprietorship Registration No. 2090722	Contact Number : 09178077288

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

Place of Delivery : Gender and Development Council Office
Delivery Schedule Upon issuance of Notice to Proceed until December 31, 2026
Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
5	Binding: Staple Bind Page: Eight (8) pages total full color IEC MATERIALS ON CODI AND VAW (reprinting) Page: 1 page / 4 folds (back-to-back print) Size: 8.5 inches x 11 inches Color: Full color Paper: Glossy C2S 120gsm	piece	8,000	22.50	180,000.00
6	IEC MATERIAL (What is GAD?) Size: 8.5 inches x 11 inches / 1 page with 2 folds- Color: full color (back-to-back printing) Lamination: Matte lamination for cover Paper Quality: C2S 120 GSM Paper Type: Glossy Paper	piece	5,000	23.00	115,000.00
7	DESK CALENDAR Calendar Pages Paper Stock: C2S 120 Color: Full color both sides Size: 6.5 inches x 9 inches (wire in on the 9 inches slide) Pages: 14 pages (7 leaves) Lamination: none Stand: C2S 120/Chipboard 30 Color: without print Binding: Double-loop wire Other: Base of stand: 3 inches (spread)	piece	300	425.00	127,500.00

Obligation Request : 100-2026-01-01924

Approved Budget for the Contract : 1,843,000.00

Funds Available:

[Signature]
MA. REGINA IMPRE LOPEZ
Signature Over Printed Name
Supplier / Date 03-30-2026

RUBY G. MANANGU
City Accountant





Republic of the Philippines
QUEZON CITY GOVERNMENT



PO Number **GS-2603017**

Purchase Order Date: MAR 26 2026

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1	REVISED QC GAD CODE (reprinting) Size: 6 inches x 8 inches Paper: Book Paper (80gsm) Inside: Black and White printing Color: Black and White Cover: colored laminated / 120GSM Pages: 108 pages including cover Binding: Perfect Bind	piece	500	305.00	152,500.00
2	LOCALIZATION OF MAGNA CARTA (book) with APPENDICES (reprinting) Size: 8.5 inches x 11 inches Paper: Book Paper (80gsm), laminated Color: Black and White inside Cover: Full Cover Pages: 228 pages Color of Cover: full color (224 pages inside: 4 pages cover)	piece	300	320.00	96,000.00
3	POSTER Size: 18 inches x 24 inches Color: full color Paper: C2S 220gsm, glossy	piece	1,000	89.00	89,000.00
4	QC GAD Newsletter (GAD FOCUS) Size: 8.5 inches x 11 inches Paper: Glossy paper, C2S 120gsm (all pages including cover) Color: full color inside / full color cover	piece	20,000	54.00	1,080,000.00

Obligation Request : 100-2026-09-01924

Approved Budget for the Contract : 1,843,000.00

Funds Available:

[Signature]
MA. REGINA JIMENEZ LOPEZ
Signature Over Printed Name
Supplier Date 03-30-2026

[Signature]
RUBY G. MANANGU
City Accountant



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CONFORME:

MA. REGINA JIMENEZ LOPEZ
SIGNATURE OVER PRINTED NAME

PROPRIETOR
IN THE CAPACITY OF

03-30-2026
DATE

Duly authorized to sign this Purchase Order for and on behalf of MOIST GRAPHIC DESIGN & CREATIVE SERVICES
COMPANY NAME

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