



Project Reference Num: PR No. 100-2025-07-1323 P.R. Date July 1, 2025
 Location of Project: City Tourism Office
 Supplier: KATRINKA'S KITCHEN
 Address: Circon Comm. Complex, Valencia St., Bgy. Masikap P.O. No. BAC-2025 - PD - 02-19
 E. Mail Address: _____ P.O. Date AUG 26 2025
 Telephone No. _____ Mode of _____
 TIN: 120-420-502-000 Procurement: Public Bidding

Gentlemen:
 Please furnish this office the following articles subject to the terms and condition contained herein

Place of Delivery: Thru City GSO Delivery Term: Delivery period shall commence upon receipt of the Purchase Order(PO) or Notice to Proceed (NTP) valid for 90CD or until the contract amount is consumed/depleted whichever comes first.
 Date of Delivery: _____ Payment Term: _____

ITEM No.	QTY	UNIT	DESCRIPTION	UNIT COST	AMOUNT
<u>1</u>	<u>1</u>	<u>lot</u>	EVENT MANAGEMENT SERVICES <i>(Cuyonon Festival 2025)</i>	<u>1,449,000.00</u>	<u>1,449,000.00</u>
			TERMS OF REFERENCE		
			I.BACKGROUND OF THE PROJECT <i>In compliance and in accordance with Article XIV, sections 14, 15, 16, 17, 18 (1) (2) of the Philippine Constitution that provides for the promotion, preservation, conservation, protection, enrichment, and recognition of the culture and arts of the Filipinos, particularly Indigenous Peoples to have equal access to cultural opportunities... with Cuyonons being the majority amongst tribes situated in the City of Puerto Princesa, its culture, arts and traditions have been being showcased in every corner of the City – mostly during school activities, barangay fiesta and foundation (including the purok activities), City festivities, private sector's events and etc... Through an Ordinance establishing the Cuyonon Festival, it is now legal and valid to continuously promote and showcase various culture, arts and traditions of the Cuyonons during the celebration in August of every year.</i>		
			II.OBJECTIVES <i>This is to preserve the culture of the major Indigenous Group in the City of Puerto Princesa, that is the Cuyonon. And to boost the cultural tourism of the City.</i>		
			III.PROJECT AREA <i>Project set to happen at Mendoza Park, Puerto Princesa City.</i>		
			IV.QUALIFICATIONS OF THE FIRM <i>A Filipino events management firm with extensive experience in the area of events planning, promotion, management and coordination.</i>		
			<i>The above mentioned requirements shall be manifested by having a DTI, Business Permit, BIR Certificate of Registration, Proof of PhilGEPS Registration and Latest Income Tax Return.</i>		
<u>x-x-x</u>	<u>x-x-x</u>	<u>x-x-x</u>	<u>x-x-x Continue to Page 2 x-x-x-x</u>		

In case failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one (1) percent of every day of delay shall be imposed.

Conforme:
 By: KATRINKA'S KITCHEN
ANTONIO LUIS Y. CASTRO
 Signature over printed name of Supplier

 Position/Designation
AUG 26, 2025
 Date

Very truly yours,
LUCILO R. BAYRON
 City Mayor
 Authorized official

Fund Available: _____ ALOBS NO.: _____
 _____ Amount: _____
 _____ City Accountant



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Address : Circon Comm. Complex, Valencia St., Bgy. Masikap P.O. No. BAC-2025 - PB-02-119
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			V. EVENT STAFFING AND QUALIFICATIONS <i>The firm shall provide the key staffing requirements with the following qualifications and multi-tasking functions on the activity:</i> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">KEY PERSONNEL</th> <th style="width: 50%;">FUNCTION</th> </tr> </thead> <tbody> <tr> <td>Event Director</td> <td>At least 5 years in event production, promotion management, with exposure to major events around the country</td> </tr> <tr> <td>Technical Manager</td> <td>At least 3 years in lights direction, equipment function, and sound engineering</td> </tr> <tr> <td>PR & Creatives Manager</td> <td>At least 3 years in branding, advertising, PR creative, sales promotions, with a vast network.</td> </tr> <tr> <td>Operations Manager</td> <td>At least 3 years in operations management, logistic supervision, crowd control, F&B and operation management</td> </tr> <tr> <td>Event Staff / Interns</td> <td>At least 3 years in event involvement for general function</td> </tr> </tbody> </table>	KEY PERSONNEL	FUNCTION	Event Director	At least 5 years in event production, promotion management, with exposure to major events around the country	Technical Manager	At least 3 years in lights direction, equipment function, and sound engineering	PR & Creatives Manager	At least 3 years in branding, advertising, PR creative, sales promotions, with a vast network.	Operations Manager	At least 3 years in operations management, logistic supervision, crowd control, F&B and operation management	Event Staff / Interns	At least 3 years in event involvement for general function		
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			VI. PROJECT DURATION <i>The project is slated on August 5-9, 2025.</i> July 2025- Event Deck, Conceptualization, Presentation, Creative Designs - Teaser Releases, Marketing, Networking, Main Announcements, - Campaign Period, Operations Management, Logistic Preparations, •August 2025 - Event time •Post Event Documentation														
			VII. SCOPE OF WORK, DELIVERABLES, AND SUBMITTALS A. OVERALL EVENTS MANAGEMENT EVENT DIRECTION • Project Planning & Staffing • Event Deck Assembly / Conceptualization • General Management • Logistics Management • Marketing • Project Summary Report														
x-x-x	x-x-x	x-x-x	x-x-x Continue to Page 3 x-x-x-x														

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Conforme:
By: [Signature]
KATRINKA'S KITCHEN
ANTONIO LUIS Y. CASTRO

Signature over printed name of supplier

Position/Designation
AUG 16, 2025

Date

Very truly yours,
[Signature]
LUCILO R. BAYRON
City Mayor

Authorized official

Fund Available _____ ALOBS NO. : _____
City Accountant _____ Amount : _____

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			CREATIVES & MULTIMEDIA • Video Trailer and After movie Production • Photography • Thematic Branding Design • Advertising Collateral Graphic & Layout Design • Tarpaulin Printing Coordination • LED Visualizations Design • Post Event Documentation • Art Direction		
			WEB & SOCIAL MEDIA ADMINISTRATION • Social Media Campaign • Engagement Analytics • Cross Channel Promotion • Influencer Coordination		
			PUBLIC RELATIONS & COMMUNICATIONS • Press Release • Multi-platform Advertising • Customer Engagement • Cross Promotion Networking • Promoters Coordination		
			WEB & SOCIAL MEDIA ADMINISTRATION • Social Media Campaign • Engagement Analytics • Cross Channel Promotion • Influencer Coordination		
<i>x-x-x</i>	<i>x-x-x</i>	<i>x-x-x</i>	<i>x-x-x-x Continue to Page 4 x-x-x-x</i>		

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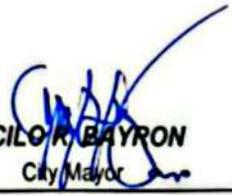
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Conforme:

By:


KATRINKA'S KITCHEN
 ANTONIO LUIS Y. CASTRO

 Signature over printed name of supplier


LUCILO R. BAYRON
 City Mayor

 Authorized official

Position/Designation

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ITEM No.	QTY	UNIT	DESCRIPTION	UNIT COST	AMOUNT
			PRODUCTION MANAGEMENT • Music Arrangement • Program Conceptualization • Stage Management • Backstage Coordination		
			TECHNICAL MANAGEMENT • Stage Set Up • Sound Engineering • Lights, & Sound Set Up Assembly • Ingress & Egress Coordination • Electrical Engineering (Wiring, bulb, etc) • LED Wall Visualizations Direction		
			OPERATIONS MANAGEMENT (FOH & BOH) • Site Management • Security & Safety • Crowd Control Coordination • Board Up Materials Provision and Labor • Logistics Coordination • General Coordination		
			TALENT MANAGEMENT • Artist Booking Management • Technical and Hospitality Ryder Management • Performances Coordination • Technical Rehearsal Coordination		
			FOOD & BEVERAGE MANAGEMENT • Concessionaire Management • Staff Meals Provision & Distribution • Artist Meals • Product Lock-Outs Coordination • Supply Chain Management • Vendor Coordination • Administrative (Traffic, Civil Security, Bgy Tanods, PNP, Oplan Linis, Fuel)		
			B ACTIVITY COMPONENTS		
<i>x-x-x</i>	<i>x-x-x</i>	<i>x-x-x</i>	<i>x-x-x-x Continue to Page 5 x-x-x-x</i>		

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 City Accountant _____

Very truly yours,
LUCILOR BAYRON
 City Mayor
 Authorized official

ALOBS NO. : _____
 Amount : _____

CONTRACT AGREEMENT

THIS AGREEMENT, made this 26th day of August 2025 between the **CITY GOVERNMENT OF PUERTO PRINCESA**, represented by the Honorable City Mayor Lucilo R. Bayron, hereinafter called "*the Entity*" of the one part and **KATRINKA'S KITCHEN**, with principal place of business located at **Valencia Street, Circon Lodge, Barangay Masikap, Puerto Princesa City**, herein represented by **MR. ANTONIO LUIS Y. CASTRO.**, hereinafter called "*the Contractor*" of the other part:

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly the **Procurement of 1 lot Event Management Services (Cuyunon Festival 2025)** has accepted a Bid by the Supplier for the supply of those and services in the sum of PESOS: **One Million Four Hundred Forty-Nine Thousand Pesos (Php 1,449,000.00)**. (hereinafter called "*the Contract Price*").

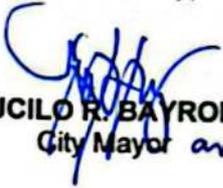
NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as part of this Agreement, *viz.*:
 - a. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract;
 - iv. Supplemental or Bid Bulletins, if any;
 - b. Winning bidder's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
 - c. Performance Security; and
 - d. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.
3. In consideration for the sum of **One Million Four Hundred Forty-Nine Thousand Pesos (Php 1,449,000.00)**. or such other sums as may be ascertained, **KATRINKA'S KITCHEN** agrees to **the PROCUREMENT OF 1 LOT EVENT MANAGEMENT SERVICES (CUYUNON FESTIVAL 20250)** IN accordance with its Bid.
4. The **CITY GOVERNMENT OF PUERTO PRINCESA** agreed to pay the above-mentioned sum in accordance with the terms of the Bidding.
5. The notarization of this instrument shall be on the account of the supplier.

IN WITNESS whereof the parties thereto have caused this Agreement to be executed the day and year first before written.

CITY GOVERNMENT OF PUERTO PRINCESA
(For the Entity)


LUCILO R. BAYRON
City Mayor *ar*

KATRINKA'S KITCHEN
(For the supplier)


ANTONIO LUIS Y. CASTRO
Proprietor

WITNESSES

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF PUERTO PRINCESA) S.S.

BEFORE ME, a Notary Public for and in the City of Puerto Princesa, personally appeared:

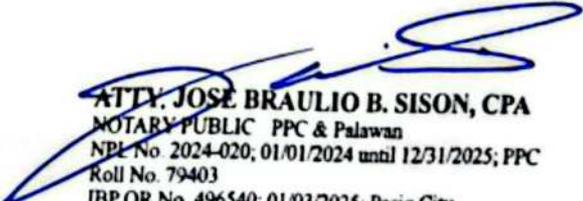
NAME	Proof of Identification	Issued on	Issued at
Lucilo R. Bayron	TIN# 929-5-216-808		Puerto Princesa City
Antonio Luis Y. Castro			Puerto Princesa City

both known to me and to me known to be the same persons who executed the foregoing Contract Agreement and they acknowledged to me that the same is their free and voluntary act and deed.

WITNESS MY HAND AND SEAL, this ____ day of 26 AUG 2025, 2025 at Puerto Princesa City.

Doc. No. 514 ;
Page No. 104 ;
Book No. XIX ;
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ATTY. JOSE BRAULIO B. SISON, CPA
NOTARY PUBLIC PPC & Palawan
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PTR No. 2109985; 01/02/2025; PPC
MCLE CN. VIII-0000539; 09/23/2022 until 04/14/2028
barsison@gmail.com; 09279619860