

Project Reference Num: PR No.

100-2025-07-1573

P.R. Date

July 28, 2025

Location of Project:

City Tourism Office

Supplier:

KATRINKA'S KITCHEN

P.O. No.

BAC-2025- APR-08 - 500A

Address:

Citeon Comm. Complex, Valencia St., Bgy. Masilip

P.O. Date

AUG 28 2025

E. Mail Address:

Telephone No.:

720-420-502-000

Mode of

Procurement:

Negotiated - Small Value

TIN:

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 2025 or until the contract amount is consumed/depleted whichever comes first.

Date of Delivery:

Payment Term:

ITEM No.	QTY	UNIT	DESCRIPTION	UNIT COST	AMOUNT
			Technical Manager At least 8 years in lights direction, equipment function, and sound engineering.		
			Operations Manager At least 5 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 functions.		
			VI. PROJECT DURATION		
			The project is slated on September 2025.		
			<ul style="list-style-type: none"> • August 2025 - Event Deck, Conceptualization, Presentation, Creative Designs <ul style="list-style-type: none"> - Teaser Releases, Marketing, Networking, Main Announcements, - Campaign Period, Operations Management, Logistic Preparations, • September 2025 - Event time <ul style="list-style-type: none"> - Post Event Documentation 		
			VII. SCOPE OF WORK, DELIVERABLES, AND SUBMITTALS		
			A. OVERALL EVENTS MANAGEMENT		
			EVENT DIRECTION		
			<ul style="list-style-type: none"> • Project Planning & Staffing • Event Deck Assembly / Conceptualization <ul style="list-style-type: none"> - General Management - Logistics Management - Marketing • Project Summary Report 		
			CREATIVES & MULTIMEDIA		
			<ul style="list-style-type: none"> • Video Trailer and After movie Production <ul style="list-style-type: none"> - Photography - Thematic Branding Design • Advertising Collateral Graphic & Layout Design <ul style="list-style-type: none"> - Tarpaulin Printing Coordination - LED Visualizations Design - Post Event Documentation - Art Direction 		

X-X-X

X-X-X Continue to Page 3 X-X-X-X

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.

Very truly yours,

Conforme:



KEVIN MONTECALVO

By:

Signature over printed name of supplier

8/20/25

Date

Fund Available

ALOBS NO.:

Amount

City Accountant



LUCIDO R. BAYRON
City Mayor
Authorized official



LGU

Project Reference Num: PR No.

100-2025-07-1573

P.R. Date

July 28, 2025

Location of Project:

City Tourism Office

Supplier :

KATRINKA'S KITCHEN

Address :

Circon Comm. Complex, Valencia St., Bgy. Masikap

P.O. No.

BAC-2025- AMV-08 - 509A

E. Mail Address :

P.O. Date

AUG 28 2025

Telephone No.:

Mode of

TIN

120-420-502-000

Procurement :

Negotiated - Small Value

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 900D or until the contract amount is consumed/depleted whichever comes first.

Date of Delivery :

Payment Term:

ITEM No.	QTY	UNIT	DESCRIPTION	UNIT COST	AMOUNT
			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		
			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		

X-X-X X-X-X X-X-X

x-x-x-x Continue to Page 4 x-x-x-x

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.

Very truly yours,

Conforme:

KATRINKA'S KITCHEN

By:

KEVIN MONTECALVO

Signature over printed name of supplier

Position/Designation

8/29/25

Date

Fund Available

ALOBS NO. :

Amount :

City Accountant

LUCILIO R. BAYRON

City Mayor

Authorized official



LGU

Project Reference Num: PR No.

100-2025-07-1573

P.R. Date

July 28, 2025

Location of Project:

City Tourism Office

Supplier

KATRINKA'S KITCHEN

Address

Circon Comm. Complex, Valencia St., Bgy. Masikap

P.O. No.

BAC-2025-AMP-28 - SD9A

E. Mail Address

P.O. Date

AUG 28 2025

Telephone No.

Mode of

TIN

120-420-502-000

Procurement :

Negotiated - Small Value

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
			OPERATIONS MANAGEMENT (FOH & BOH) <ul style="list-style-type: none"> • Site Management • Security & Safety • Crowd Control Coordination • Board Up Materials Provision and Labor • Logistics Coordination • General Coordination 		
			TALENT MANAGEMENT <ul style="list-style-type: none"> • Artist Booking Management • Technical and Hospitality Ryder Management • Performances Coordination • Technical Rehearsal Coordination 		
			FOOD & BEVERAGE MANAGEMENT <ul style="list-style-type: none"> • 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) 		
x-x-x	x-x-x	x-x-x	x-x-x Nothing Follows x-x-x	Total	1,000,000.00
In Words			One Million Pesos		
In Figures			₱1,000,000.00		

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.

Very truly yours,

Conforme:

By:

KATRINKA'S KITCHEN
KEVIN MONTECALVO

Signature over printed name of supplier

Position/Designation

8/29/20

Date

Fund Available

ALOBS NO. :

Amount :

City Accountant

LUCILO R. BAYRON

City Mayor

Authorized official

TERMS QUOTED HEREIN ARE VALID, BINDING AND EFFECTIVE AT LEAST WITHIN THIRTY (30) CALENDAR DAYS FROM DATE OF QUOTATION

2 AWARDEE shall be responsible for the source(s) of his supplies/materials/equipment and shall make deliveries in accordance with schedule, quality and specifications of the award and purchase order (PO). Failure by the AWARDEE to comply with the same shall be ground for cancellation of the award and purchase order issued to that AWARDEE and for re-awarding the item(s) to the Next Lowest Responsive Proposal, as determined by the City's Bids and Awards Committee Goods and approved by the Head of Procuring Entity or his duly authorized representative.

3 The Goods shall only be delivered by the Supplier at the City General Services Office of the located at the New City Hall Building not later than 10:00 up to 3:00 pm on the date of delivery as indicated in PO.

Moreover, the delivery schedule as indicated in the PO may be modified at the option of the Procuring Entity with prior due notice, written or verbal, to the Supplier.

4 Subject to the provisions of the preceding paragraph, where AWARDEE has accepted a purchase order but failed to deliver the required product(s) within the time called for in the same order, he may be extended maximum period of _____ (____) calendar days to make good his delivery. Thereafter if AWARDEE has not completed delivery within the extended period, the subject purchase order shall be cancelled and the award for the undelivered balance withdrawn from that AWARDEE, without prejudice to the imposition liquidated damages. The City Government of Puerto Princesa (CGPP) 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 his disqualification from future bids of the same or all items, without prejudice to the imposition of other sanctions as prescribed under RA 9184 and its IRR.

5 The goods delivered are accepted by the Procuring Entity as to quantity only. However, inspection as to the Goods' compliance with the technical specifications, and its order and condition, will be done in the presence of the representatives of both Supplier and Procuring Entity within three (3) working days from the date of the delivery upon prior due notice, written or verbal, to the authorized representative of the Supplier. The inspection will push through as scheduled even in the absence of the Supplier's representative, if the latter was duly notified. In which case, the results of the inspection conducted by the procuring Entity shall be final and binding upon the Supplier.

6 Rejected deliveries shall be construed as non-delivery of product(s) / item(s) so ordered and shall be, if applicable, subject to liquidated damages and to the terms and conditions prescribed under item 4 hereof.

7 Supplier shall guarantee his deliveries to be free from defects. Any defective item(s)/product(s) that may be discovered by the CGPP 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.

8 A penalty of one-tenth of one per cent (0.001) of the cost of the unperformed portion for everyday of delay.

The maximum deduction shall be ten per cent (10%) of the amount of contract. Once the cumulative amount of liquidated damages reaches ten per cent (10%) of the amount of the contract, the producing entity shall rescind the contract, without prejudice to other courses of action and remedies open to it. The Procuring Entity may also rescind the contract and impose 10% of the amount of the contract as liquidated damages, upon non-performance by the Supplier of any of its obligations under the contract.

The imposition of liquidated damages in all instances shall be automatic, except upon prior request for extension and approval thereof by the Procuring Entity before the scheduled delivery date. Any request for extension not acted upon before delivery date shall be considered denied.

9 All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.

10 The Notarization of this instrument shall be on the account of the supplier.

11 The technical specifications, bid proposal and other documents required from the AWARDEE shall form part of this Purchase Order.

Accepted By: 
KEVIN MONTECALVO

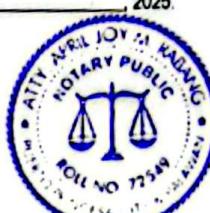
REPUBLIC OF THE PHILIPPINES)
PUERTO PRINCESA CITY J.S.S.

BEFORE ME, a Notary Public for and in the City of Puerto Princesa, Philippines on this 29 AUG 2025, 2025, personally appeared _____ known to me to be the same person who accepted the foregoing Terms and Conditions of a Purchase Order and who acknowledged to me that the same is his free and voluntary act and deed and of the entity he represents.

This Instrument refers to a _____ consisting of _____ pages including this page and its Annexes, signed by the parties and their material witnesses.

29 AUG 2025

WITNESS MY HAND AND SEAL this _____ day of _____ 2025.
Doc No. : 19
Page No. : 5
Book No. : YCL
Series of : 1024



ATTY. APRIL JOY M. RABANG
Commission No. NPL 0225-014
Notary Public for the City of Puerto Princesa and
Province of Palawan/Until December 31, 2026
Roll of Attorneys No. 72549
IBP No. 483903/12-19 2024/Pasig City
PTR No. 9868918/11 26-2024/Palawan
MCLE Compliance No. VII (025352)
Valid until April 14, 2028