

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 - AMM - 08 - 50AA

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
1	1	lot	Event Management and Services (Tourism Month and TERMS OF REFERENCE	1,000,000.00	1,000,000.00
			TOURISM MONTH 2025 September 2025 Puerto Princesa City		
			I.BACKGROUND OF THE PROJECT		
			The yearly celebration of the Tourism Month is based on Ordinance No. 350 entitled "An Ordinance declaring the month of September of every year as Tourism Month in the City of Puerto Princesa." This celebration will showcase the tourism industry and will highlight its contribution to the progress and welfare of the City of Puerto Princesa. This whole month celebration will have various activities that will be participated in by tourism industry partners, stakeholders and personnel.		
			III.PROJECT AREA		
			Project set to happen at various event venue in Puerto Princesa City.		
			IV.QUALIFICATIONS OF THE FIRM		
			A Filipino events management firm with extensive experience in the area of events planning, promotion, management and coordination.		
			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.		
			V.EVENT STAFFING AND QUALIFICATIONS		
			The firm shall provide the key staffing requirements with the following qualifications and multi-tasking functions on the activity:		
			KEY PERSONNELFUNCTION		
			Event DirectorAt least 10 years in event production, promotion management, with exposure to major events around the country.		
x-x-x	x-x-x	x-x-x	x-x-x-x Continue to Page 2 x-x-x-x	Total	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.

Conforme:

Very truly yours,

By:

KATRINKA'S KITCHEN

KEVIN MONTECALVO

Signature over printed name of supplier

Position/Designation
8/29/25
Date

LUCILO R. BAYRON

City Mayor

Authorized official

Fund Available

ALOBS NO. :

Amount :

City Accountant

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 Location of Project: City Tourism Office
 Supplier: KATRINKA'S KITCHEN P.O. No. BAC-2025-AMP-08-500A
 Address: Cireon Comm. Complex, Valencia St., Bgy. Makinap P.O. Date AUG 28 2025
 E. Mail Address: _____ Mode of _____
 Telephone No. _____ Procurement: Negotiated - Small Value
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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.		
			• August 2025 – Event Deck, Conceptualization, Presentation, Creative Designs – Teaser Releases, Marketing, Networking, Main Announcements, – Campaign Period, Operations Management, Logistic Preparations,		
			• September 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		
			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		
x-x-x	x-x-x	x-x-x	x-x-x-x Continue to Page 3 x-x-x-x		

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KEVIN MONTECALVO

Signature over printed name of supplier

8/29/25
 Date

LUCILO R. BAYRON
 City Mayor
 Authorized official

Fund Available

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P.O. No.

BAC-2025 - PMW - CG - SCMA

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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		

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By:

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KEVIN MONTECALVO

Signature over printed name of supplier

Position/Designation

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LUCILO R. BAYRON

City Mayor

Authorized official



LGO

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 Address : Circon Comm. Complex, Valencia St., Bgy. Masikap P.O. No. BAC-2025 - Amp - SO9A
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 Telephone No. _____ Mode of _____
 TIN 120-420-502-000 Procurement : Negotiated - Small Value

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ITEM No.	QTY	UNIT	DESCRIPTION	UNIT COST	AMOUNT
			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)		
x-x-x	x-x-x	x-x-x	x-x-x-x Nothing Follows x-x-x-x	Total	1,000,000.00
In Words			One Million Pesos		
In Figures			₱1,000,000.00		

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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 qualification 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 authorize 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 effective 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 liquidate 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 JS.S.

BEFORE ME, a Notary Public for and in the City of Puerto Princesa, Philippines on this 29 day of 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.

WITNESS MY HAND AND SEAL this _____ day of _____, 2025.

Doc No. : 19
Page No. : 5
Book No. : XCI
Series of : 1208



ATTY. APRIL JOY M. BABANG
Commission No. NPL-025-014
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. 9868916/11-26-2024/Palawan
MCLC Compliance No. VII-0025352
Valid until April 14, 2028