

City Government of Baguio

Purchase Order

POSTING

Supplier: ERLYN RUTH E. ALCANTARA Address: 8 North Sto. Tomas Rd., Campo Sioco, Baguio City E-mail Address: n/a Telephone No.: n/a TIN: 184-758-883-000	P.O No.: 3594 Date: 2/22/2021 Mode of Procurement: Direct Contract 0
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Gentlemen: Please furnish this office the following articles subject to the terms and conditions contained herein.

Place of Delivery: **City General Services Office: Baguio City**

Delivery Term: Nov. 6 to Dec. 13, 2020

Date of Delivery: Please input delivery date

Payment Term: Please input payment term

Receipt of Purchase Order

Item	QTY	Unit	Description	Unit Cost	Amount
1	1	Lot	Curatorial Team c/o CADMO	350,000.00	350,000.00
	1	lot	Curatorial Management Team - Description: 1) Formulate details and guidelines for the artists 2) Compose curatorial rationale for the exhibit 3) Select and prepare a roster of participating artists 4) Prepare digital plan of the exhibit space 5) Prepare and gather materials about the artists, do interviews, and review other materials 6) Write artists' profile/individual write ups about the artists 7) Compose Introduction to the Exhibition 8) Design layout of collaterals and exhibit notes (poster, introduction to the exhibition, profiles, list of artists, gallery cards, price list) 9) Work with graphics artist on digital layout of collaterals; supervise production work and mounting 10) Prepare design specs for pedestals 11) Prepare budget details 12) Sustain until ingress the communication and coordination with artists about their works and other materials 13) Coordinate submission of works and exhibit installation 14) Prepare overall layout of the gallery; spaces assigned 15) Install exhibition with exhibit collaterals in place 16) Prepare exhibit catalogue visual materials 17) Write, edit, revise, and finalize textual materials for catalogue 18) Prepare design and layout of catalogue 19) Layout of catalogue worked on with graphics artist; proofreading, revisions, and finalizing of text and layout; printing supervision 20) Exhibit catalogues printed 21) Handle all operational costs relative to the project 22) Enjoin the participation of other artists and provide for their needs and requirements 23) Conceptualize and implement the painting of the mural for the duration of November 6, 2020 to December 13, 2020 Note: Please see attached Terms of Reference - 1 c/o ADMIN	350,000.00	350,000.00
Note:				GRAND TOTAL	350,000.00

(Total Amount In Words) **Three hundred Fifty Thousand Pesos and 00/100**

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

This is to certify that I have
TERMS and CONDITIONS as contained at the
back of this Purchase Order and I concur with all
 Conforme:

Very Truly yours

BENJAMIN B. MAGALONG
 CITY MAYOR

Signature over printed name of Supplier

Erlyn Ruth Alcantara
 Erlyn Ruth Alcantara

Date