

PURCHASE ORDER
DBM - GPPB-TSO
Entity Name

Supplier : **CHEREY ANN MAE C. BIGAY**
Address : 1 Villamor St. San Juan City
TIN : 435-984-875-000

P.O. No. : PO-CCD-2025-052

Date : 26 December 2025

Mode of Procurement : **Section 35.7 Negotiated Procurement - Highly Technical Consultant of the Implementing Rules and Regulations of Republic Act 12009 and Appendix 37 Renewal of Regular and Recurring Services of the revised IRR of RA 9184**

Valued Provider:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : **N/A**

Payment Term : *Please refer to the payment terms below*

Delivery Period : **N/A**

| Stock/ Property No. | Unit | Description | Quantity | Unit Cost | Amount |
|------------------------|------|--|----------|-----------|--------------|
| | Lot | <p>Renewal of Contract for the Engagement of Senior Communications and Marketing Consultant</p> <p>A. Strategic Communications and Branding</p> <ul style="list-style-type: none"> • Formulate the GPPB-TSO Strategic Communications Plan covering internal and external audiences, media relations, digital platforms, and events. • Lead the development of branding and documentation protocols, ensuring visual and message coherence across all materials. • Guide the design of GPPB's Year-End Report. <p>B. Content Creation and Management</p> <ul style="list-style-type: none"> •Lead production of multi-format educational and promotional content (Videos, Infographics, Publications) • Translate complex legal and procurement concepts into user-friendly narratives. • Design and execute internal communications campaigns that strengthen GPPB's organizational identity and employee engagement. • Develop and implement initiatives for onboarding, flag-raising ceremonies, and internal recognition events in coordination with HR. • Draft internal bulletins, talking points, and scripts for key events or updates. <p>C. Digital Marketing</p> <ul style="list-style-type: none"> •Manage the GPPB's official social media presence •Oversee digital campaigns under the #NGPAready umbrella. •Coordinate with GPPB-TSO Information Management Division for website content updates. <p>D. Public Relations and Stakeholder Outreach</p> <ul style="list-style-type: none"> • Coordinate media relations, including press releases, interviews, and coverage of official activities. • Support advocacy events such as the NGPA Caravan, partner SUC activities, and ensure strategic message delivery. • Build partnerships with communications focal points across government agencies and regional partners. <p>E. Documentation and Monitoring</p> <ul style="list-style-type: none"> • Establish and maintain a central communications archive of media materials, videos, and publications. • Develop templates and protocols for documentation and approval workflows. • Assist in the Photo/Video coverage of events. <p>Note: The submission and frequency of deliverables, including work arrangement, attendance and duration are subject to the agreed terms provided in the Terms of Reference (TOR).</p> <p>Payment Terms</p> | 1 | | ₱ 540,000.00 |

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| Supplier : CHEREY ANN MAE C. BIGAY Address : 1 Villamor St. San Juan City TIN : 435-984-875-000 | P.O. No. : PO-CCD-2025-052 Date : 26 December 2026 Mode of Procurement : Section 35.7 Negotiated Procurement - Highly Technical Consultant of the Implementing Rules and Regulations of Republic Act 12009 and Appendix 37 Renewal of Regular and Recurring Services of the revised IRR of RA 9184 |
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|--|------|---|----------|-----------|-----------------------|
| | | The GPPB-TSO shall pay the consultant the actual amount net of taxes in a send bill arrangement. Payment shall be made within thirty (30) calendar days from the submission of billing statement. Payment is rendered monthly upon submission and approval of an Accomplishment Report <p style="text-align: center;">*****nothing follows*****</p> | | | |
| (Amount in words) Five Hundred Forty Thousand Pesos | | | | | PHP 540,000.00 |

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

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 the existence of conditions 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.

Conforme:

Very truly yours,


CHEREY ANN MAE C. BIGAY
 Signature over Printed Name of Supplier
DECEMBER 26, 2025
 Date

SOFIA C. YANTO-ABAD
 Signature over Printed Name of Authorized Official
Officer-in Charge / Head of the Procuring Entity
 Designation

Fund Cluster : 01
 Funds Available : PhP 540,000.00

ORS/BURS No. : _____
 Date of the ORS/BURS: _____

JAE ANNE M. MONTERUBIO
 Signature over Printed Name of Accountant III

Amount : _____