

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE V**  
 Regional Center Site, Rawis, Legazpi City, Albay

**PURCHASE ORDER**

Supplier:	<b>LEGAZPI SENTRO HOTEL INC.</b>	PO. No.:	<b>F 2304-0122</b>
Address:	Capantawan, Legazpi City	Date:	April 19, 2023
Contact No.:	09959441474	Mode of Procurement:	LEASE OF REAL PROPERTY AND VENUE
Gentlemen:	Please furnish this Office the following articles subject to the terms and conditions contained herein:	Payment Term:	Charge
Place of Delivery:	Legazpi City	Delivery Term:	
Date of Delivery:	As specified in the Purchase Order	For Delivery Schedule and Queries Please Contact C.M.U.:	09636984404

Item No.	Unit		Quantity	Unit Cost	Amount
<b>PROVISION OF FOOD AND VENUE FOR THE CONDUCT OF KALAH CIDSS ADMINISTRATIVE SUPPORT SERVICES (KASS) FORUM</b>					
<b>Venue: Legazpi City</b>					
<b>April 27, 2023</b>					
	pax	AM Snacks, Lunch & PM Snacks & Venue Rental	66	650.00	42,900.00
<b>June 16, 2023</b>					
	pax	AM Snacks, Lunch & PM Snacks & Venue Rental	66	650.00	42,900.00
<b>August 18, 2023</b>					
	pax	AM Snacks, Lunch & PM Snacks & Venue Rental	66	650.00	42,900.00
<b>October 13, 2023</b>					
	pax	AM Snacks, Lunch & PM Snacks & Venue Rental	66	650.00	42,900.00
<p align="center"><b>Food Requirements:</b>            The Service Provider shall provide menu for selection of end-user            Menu shall include three viands (Pork, Chicken, Beef or Fish),            vegetable, soup and dessert (No dory fish in the menu)            Free flowing coffee and water            Plated AM and PM Snacks            Assisted Buffet for Lunch            Can accommodate request of participants with special dietary meals/            non-pork eaters or muslim participants</p>					
<p align="center"><b>Function Hall:</b>            Air-conditioned hall for the plenary            Sound system with at least 2 wireless microphones            Whiteboard with eraser            Free use of LCD projector and LCD screen            Free use of electricity when using equipments/ laptops</p>					
<p align="center"><b>Other requests:</b>            Free tarpaulin or back drop            Secretariat table            No middle obstructing post/ structure            Free use of extension wires            Philippine flag with stand            Free and reliable wireless internet connection            With stand-by fully functional generator set            Audio-visual operator</p>					
<p align="center"><b>Health Standard:</b>            Inter-Agency Task Force (IATF) Compliant</p>					
<p align="center"><i>Note: In case of fortuitous events or other circumstances that the number of participants is reduced, adjustment shall be made prior to the conduct of the activity or in the succeeding days</i></p>					

DSWD FOV  
**RECEIVED**  
 MAY 15 2023  
 BY: *[Signature]* TIME: 4:26

Total Amount in Words:	One Hundred Seventy One Thousand Six Hundred Pesos and No Centavos	<b>171,600.00</b>
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**LIQUIDATED DAMAGES: One-Tenth Of One Percent (0.001) of the cost of the unperformed portion of the contract for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the DSWD FOV may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.**

Conforme:

  
**LEGAZPI SENTRO HOTEL INC.**  
 Signature over Printed Name of Supplier  
 Date: 4-27-23

  
**NORMAN S. LAURIO**  
 Regional Director

Funds Available:	<b>AMIABELLE N. QUINTANO, CPA</b> Accountant III	ORS No.:	<u>23-04-00298</u>
		Amount:	<u>171,600.00</u>