

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE V**

Regional Center Site, Rawis, Legazpi City, Albay

**PURCHASE ORDER**

Supplier:	<b>CIRCLE E LODGE AND RESTAURANT</b>	PO. No.:	<b>F 2304-0150</b>
Address:	<b>BRGY. TUGBO, MOBO, MASBATE</b>	Date:	April 24, 2023
Contact No.:		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:	As specified in the contract	Delivery Term:	
Date of Delivery:	As specified in the contract	For Delivery Schedule and Queries Please Contact C.M.U.:	<b>09636984404</b>

Item No.	Unit		Quantity	Unit Cost	Amount
		<b>PROVISION OF FOOD AND VENUE DURING THE CONDUCT OF CLUSTER CONSULTATION MEETING AND TECHNICAL WORKSHOP (CLUSTER 3) IN MASBATE CITY</b>			
		<b>April 27, 2023</b>			
	pax	AM Snack, Lunch, PM Snack and Rental of Venue	45	550.00	24,750.00
		<b>November 24, 2023</b>			
	pax	AM Snack, Lunch, PM Snack and Rental of Venue	45	550.00	24,750.00
		<b>Amenities:</b>			
		Function Room: Air-conditioned, sound-system with at least four(4) functional microphones(preferrably wireless); free use of LCD, projector and LCD screen; Free use of electricity when using equipment/ laptops, U-shape conference type room arrangement; fast nad reliable wifi connection at least 100 MBPS bandwidth) since other participants will be attending virtually; to observe physical distancing on seating arrangement of at least 1M; with aichol dispenser and with footwear disinfection			
		Food Requirements: Service provider shall provide a MENU for selection of end-user; Menu shall include three(3) viands (pork, chicken, beef or fish), vegetables, soup and dessert(NO dory fish in the menu); free flowing of coffee and water, plated AM and PM snack, assisted lunch buffet; can accommodate request of participants with special dietary meals/ non-pork eaters or Muslim participants			
		Please see attached Standard Requirement for Venues			
		<b>Note:</b>			
		This includes all Amenities you conformed in the Standard Requirements for Venue attached in the RFQ.			
		<i>NOTE: This includes all items you conformed indicated in the RFQ.</i>			

COA-DSWD FOV  
**RECEIVED**  
JUN 06 2023  
BY: *[Signature]* TIME: 10:19  
*OK P-O*

Total Amount in Words:	Forty Nine Thousand Five Hundred Pesos and No Centavos	<b>49,500.00</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:

*[Signature]*  
**CIRCLE E LODGE AND RESTAURANT**  
Signature over Printed Name of Supplier  
Date: *April 27, 2023*

*[Signature]*  
**NORMAN S. LAURIO**  
Regional Director

Funds Available:

*[Signature]*  
**AMIABELLE N. QUINTANO, CPA**  
Accountant III

ORS No.: *23-04-02687*  
Amount: *\$49,500*