

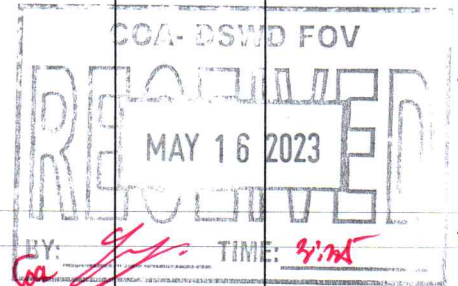
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE V

Regional Center Site, Rawis, Legazpi City, Albay

PURCHASE ORDER

Supplier:	HOTEL ST. ELLIS	PO. No.:	F 2304-0170
Address:	Legazpi City	Date:	May 02, 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.:	09636984404


Item No.	Unit		Quantity	Unit Cost	Amount
PROVISION OF FOOD, VENUE, AND ACCOMODATION FOR THE CONDUCT OF CONSULTATIVE MEETING WITH INDIGENOUS PEOPLE (IP) LEADERS IN LEGAZPI CITY- BATCH 2					
		July 19, 2023			
	pax	AM Snack, Lunch, PM Snack and Rental of Venue	42	640.00	26,880.00
	pax	Dinner and Accomodation	37	1,230.00	45,510.00
		July 20, 2023			
	pax	Breakfast	37	200.00	7,400.00
	pax	AM Snack, Lunch, PM Snack and Rental of Venue	42	640.00	26,880.00
		Amenities:			
		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 alchol 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			
		Note:			
		This includes all Amenities you conformed in the Standard Requirements for Venue attached in the RFQ.			




Total Amount in Words:	One Hundred Six Thousand Six Hundred Seventy Pesos and No Centavos	106,670.00
------------------------	--	-------------------


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:


HOTEL ST. ELLIS
 Signature over Printed Name of Supplier
 Date: 5-10-23


NORMAN S. LAURIO
 Regional Director

Funds Available:


AMIABELLE N. QUINTANO, CPA
 Accountant III

ORS No.: 23-05-02959
 Amount: 106,670.00