

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

Regional Center Site, Rawis, Legazpi City, Albay

**PURCHASE ORDER**

Supplier:	<b>HOTEL ST. ELLIS</b>	PO. No.:	<b>F 2305-0196</b>
Address:	Rizal Street Legazpi City	Date:	May 10, 2023
Contact No.:	09171326644	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 2023 CONSULTATION AND WORKSHOP WITH MRB'S IN LEGAZPI CITY</b>					
<b>Batch 1- CAMARINES SUR, SORSOGON &amp; CATANDUANES</b>					
<b>July 13, 2023</b>					
	pax	AM Snack, Lunch, PM Snack and Rental of Venue	97	680.00	65,960.00
<b>July 14, 2023</b>					
	pax	AM Snack, Lunch, PM Snack and Rental of Venue	97	680.00	65,960.00
<b>Batch 2- ALBAY, CAMARINES NORTE &amp; MASBATE</b>					
<b>July 20, 2023</b>					
	pax	AM Snack, Lunch, PM Snack and Rental of Venue	93	680.00	63,240.00
<b>July 21, 2023</b>					
	pax	AM Snack, Lunch, PM Snack and Rental of Venue	93	680.00	63,240.00
Food Requirement: Menu shall include at least 2 viands, soup and dessert Free Flowing coffee and mineral drinking water Function Room: Airconditioned Room, no middle obstructing post/structure Provision of sound system with 2-3 functional wireless microphones Free Use of LCD screen, LCD projector and extension wire					
Note: This includes all amenities you conformed in the Standard Requirements for Venue attached in the RFQ					

Total Amount in Words: **Two Hundred Fifty Eight Thousand Four Hundred Pesos and No Centavos** **258,400.00**

**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:   
**FRANELLA A. LEON**  
**HOTEL ST. ELLIS**  
 Signature over Printed Name of Supplier  
 Date: 5-17-23

**NORMAN S. LAURIO**  
 Regional Director

Funds Available:   
**AMIABELLE N. QUINTANO, CPA**  
 Accountant III

ORS No.: 23-05-03293  
 Amount: 258,400.00