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

Magnolia Street, PBN- Buraguis, Legazpi City, Albay
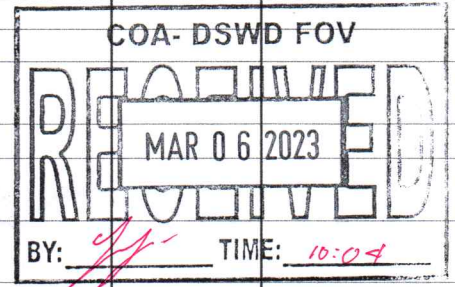
# PURCHASE ORDER

| Supplier: | **ANELLE BUILDING** | | PO. No.: | **NF 2301-0004** |
|---|---|---|---|---|
| Address: | Brgy. Tabuco, Naga City | | Date: | January 3, 2022 |
| Contact No. | 0939-439-0531/0917-913-1286 | | Mode of Procurement: | Renewal of Contract |

Gentlemen:

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

| Place of Delivery: | Naga City, Camarines Sur | | Payment Term: | Charge |
|---|---|---|---|---|
| Date of Delivery: | As specified in the Purchase Order | | Delivery Term: | 15-30 days after the activity |

| Item No. | Unit | | Quantity | Unit Cost | Amount |
|---|---|---|---|---|---|
| | | **RENTAL OF OFFICE SPACE FOR KC NCDDP Camarines Sur Cluster for CY 2023** | | | |
| 1 | month | **Office Rental for January - December 2023** | 12 | 60,000.00 | 720,000.00 |
| | | **Requirements:** | | | |
| | | Preferably within Naga City, Camarines Sur | | | |
| | | Flood free and is accessible | | | |
| | | With at least 90 square meters including warehouse, conference area, pantry and comfort room | | | |
| | | With at least 8 convenience outlets | | | |
| | | Must have clear ceiling height from finished to floor line and sufficient number of operable windows; | | | |
| | | Must have sufficient number of lighting fixtures and accessible lighting switches (working & in safe condition) | | | |
| | | With provision of airconditioning unit | | | |
| | | Preferably free usage of in-house generator set | | | |
| | | Preferably with free night and day security guard on duty | | | |
| | | With fire exit | | | |

COA- DSWD FOV
RECEIVED
MAR 0 6 2023
BY: _____ TIME: 10:04

| Total Amount in Words: | Seven Hundred Twenty Thousand Pesos and No Centavos | | **720,000.00** |
|---|---|---|---|

PR #: NF 2301-0072

Conforme:

*Autumo Qin*

**ANELLE BUILDING**
Signature over Printed Name of Supplier

Date 3/3/23

Very truly yours,

*[signature]*

**NORMAN S. LAURIO**
Regional Director

Funds Available:

**AMIABELLE N. QUINTANO, CPA**
Accountant III

| ORS No.: | 23-02-00022 |
|---|---|
| Amount: | 720,000.0 |