

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE V

Magnolia Street, PBN- Buraguis, Legazpi City, Albay

PURCHASE ORDER

Supplier:	KAIROS FOOD & ALLIED SERVICES CORP.	PO. No.	F 2007-0053
Address:	Gogon, Legazpi City	Date :	July 27, 2020
Gentlemen:		Mode of Procurement:	SVP

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

Place of Delivery:	Gogon, Legazpi City	Payment Term:	Charge
Date of Delivery:	As scheduled	Delivery Term:	15-30 days after the activity

Item No.	Unit		Quantity	Unit Cost	Amount
Provision of food and venue for the conduct of CEAC Summation, Review and Assessment Workshop in Legazpi City					
November 18-20, 2020					
Day 1 - November 18, 2020					
	pax	AM Snacks, Lunch, PM Snacks, Dinner and Accommodation	15	1,200.00	18,000.00
	pax	AM Snacks, Lunch and PM Snacks	15	475.00	7,125.00
Day 2 - November 19, 2020					
	pax	Breakfast, AM Snacks, Lunch, PM Snacks, Dinner and Accommodation	15	1,350.00	20,250.00
	pax	AM Snacks, Lunch and PM Snacks	15	475.00	7,125.00
Day 3 - November 20, 2020					
	pax	Breakfast	15	150.00	2,250.00
Type of Serving: Guided Buffet					
Will serve two (2) viands: Fish, vegetables or meat (chicken, pork or beef) -no Dory fish with rice, dessert, soup and drinks					
Free flowing brewed/instant coffee or tea					
Amenities:					
Secretariat table with 4 chairs					
Small table for the projector and laptop					
Sound system with 2-3 functional wireless microphones					
Whiteboard with marker and eraser					
Free and reliable wireless connection					
Free use of LCD projector, LCD screen and extension wire					
With stand-by fully functional generator set					
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					

Total Amount in Words:	Fifty Four Thousand Seven Hundred Fifty Pesos and No Centavos	54,750.00
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PR #: F 2001-0006	Very truly yours, ARNEL B. GARCIA, CESO II Regional Director
Conforme:	KAIROS FOOD & ALLIED SERVICES CORP. _____ Signature over Printed Name of Supplier
	Date

Funds Available:	ORS No.: <u>2007-0264</u>
LLOYD DRAZEN B. BAS Accountant III	Amount: <u>₱54,750.00</u>