

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 2007-0054
Address:	Gogon, Legazpi City	Date :	July 27, 2020
		Mode of Procurement:	SVP

Gentlemen:
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 board and lodging of the participants for the conduct of LGU Forum in Legazpi City					
November 19-20, 2020					
Day 1 - November 19, 2020					
	pax	AM Snacks, Lunch, PM Snacks, Dinner and Accommodation	45	1,200.00	54,000.00
	pax	AM Snacks, Lunch and PM Snacks	10	475.00	4,750.00
Day 2 - November 20, 2020					
	pax	Breakfast, AM Snacks, Lunch and PM Snacks	21	595.00	12,495.00
	pax	Breakfast, AM Snacks, Lunch, PM Snacks, Dinner and <i>from</i>	24	1,350.00	32,400.00
	pax	AM Snacks, Lunch and PM Snacks	10	475.00	4,750.00
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:					
Airconditioned rooms / 3-4 pax in a room (no double deck beds and and separate bed per pax)					
No middle obstructing post/structure					
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					
Provision of free tarpaulin					
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:	One Hundred Eight Thousand Three Hundred Ninety Five Pesos and No Centavos	108,395.00
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PR#: F 2001-0005

Conforme:

Very truly yours,
ARNEL B. GARCIA, CESO II
Regional Director

KAIROS FOOD & ALLIED SERVICES CORP.
Signature over Printed Name of Supplier

Date

Funds Available:	LLOYD DRAZEN B. BAS Accountant III	ORS No.: 2007-0001
		Amount: P 108,395.00