

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE V
 Regional Center Site, Rawis, Legazpi City, Albay

PURCHASE ORDER

Supplier:	LEGAZPI SENTRO HOTEL INC.	PO. No.:	F 2404-0189
Address:	Legazpi City	Date:	May 3, 2024
Contact No.:	09156176165	Mode of Procurement:	WORLD BANK - SHOPPING
Gentlemen:	Please furnish this Office the following articles subject to the terms and conditions contained herein:	Payment Term:	Charge
Place of Delivery:	Albay	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 BOARD AND LODGING FOR THE CONDUCT OF PROVINCIAL FIDUCIARY WORKSHOP (PFW-CLUSTER 3)			
		Venue: Albay			
		May 15, 2024 (Day 0)			
	pax	Dinner & Accommodation	21	1,395.00	29,295.00
		May 16, 2024 (Day 1)			
	pax	Breakfast, AM Snacks, Lunch, PM Snacks, Dinner & Accommodation	21	2,190.00	45,990.00
	pax	AM Snacks, Lunch, PM Snacks, Dinner & Accommodation	45	2,190.00	98,550.00
	pax	AM Snacks, Lunch & PM Snacks	9	795.00	7,155.00
		May 17, 2024 (Day 2)			
	pax	Breakfast, AM Snacks, Lunch, PM Snacks, Dinner & Accommodation	21	2,190.00	45,990.00
	pax	Breakfast, AM Snacks, Lunch & PM Snacks	45	795.00	35,775.00
	pax	AM Snacks, Lunch & PM Snacks	9	795.00	7,155.00
		May 18, 2024 (Day 3)			
	pax	Breakfast	21		

Note: This also includes requirements stated in the Standard Requirements Form

Food Requirements:

The Service Provider shall provide a menu for selection of End User
 Menu shall include three (3) viands (Pork, Chicken, Beef or Fish), Vegetable, Soup and Dessert
 (No Dory Fish in the menu)
 Free flowing of coffee and water
 Plated AM and PM Snacks
 Assisted Buffer for Lunch

Can accommodate request of participants with special dietary meals/non-pork eaters or Muslim participants

Function Hall:

Airconditioned hall for the plenary
 Sound system with at least 2 wireless microphones
 Whiteboard with eraser
 Free use of LCD projector and LCD screen
 Free use of electricity when using equipment/laptops

Other Requests:

Free tarpaulin or back drop
 Secretariat table
 No middle obstructing post/structure
 Free use of extension wires
 Philippine Flag with stand
 Free and reliable wireless internet connection
 With stand-by fully functional generator set
 With audio-video Operator

Note: 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.

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Total Amount in Words:	Two Hundred Sixty Nine Thousand Nine Hundred Ten Pesos and No Centavos	GRAND TOTAL	269,910.00
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LIQUIDATED DAMAGES: One percent (1%) of every day of delay of the cost of undelivered portion until such time completion and acceptance of delivery of goods or services has been made. 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:

LEGAZPI SENTRO HOTEL INC.

Signature over Printed Name of Supplier

Date: 05/03/24

NORMAN S. LAURIO

Regional Director

Funds Available:

AMIABELLE N. QUINTANO, CPA

Accountant III

ORS No.:

24-05-00775

Amount:

269,910.00

