

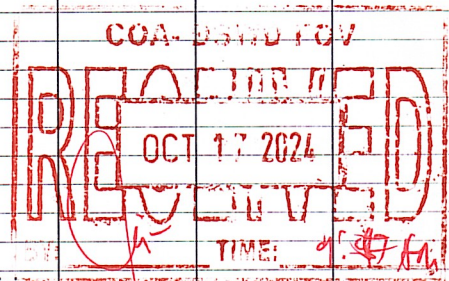
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE V

Regional Center Site, Rawis, Legazpi City, Albay

PURCHASE ORDER

Supplier:	<b>EL PALACIO DIOCESAN PASTORAL DEVELOPMENT ORGANIZATION INC.</b>	PO. No.:	<b>F 2409-0398</b>
Address:	Tula-tula, Legazpi City	Date:	September 25, 2024
Contact No.:	0936-921-1225	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:	Legazpi City, 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	Description	Quantity	Unit Cost	Amount
<b>FOOD, VENUE AND ACCOMMODATION FOR THE CONDUCT OF CLINIQUING SESSION ON SMALL CLAIM COURT GRIEVANCE PROCEDURE AND ALTERNATIVE DISPUTE RESOLUTION IN LEGAZPI CITY</b>					
<i>Type of Serving: Guided Buffet</i>					
The service providers must submit a menu. DSWD will select from the list (3 viands, vegetables, pork, fish (no Dory fish) or chicken, soup, dessert and rice). Can adjust for the menu of some participants who have food restriction.					
<b>October 14, 2024</b>					
	pax	AM Snacks, Lunch, PM Snacks & Dinner	30	800.00	24,000.00
	pax	Accommodation	30	800.00	24,000.00
<b>October 15, 2024</b>					
	pax	Breakfast, AM Snacks, Lunch, PM Snacks & Dinner	30	950.00	28,500.00
	pax	Accommodation	30	800.00	24,000.00
<b>October 16, 2024</b>					
	pax	Breakfast, AM Snacks, Lunch, PM Snacks	30	700.00	21,000.00
<b>Amenities:</b>					
Airconditioned Rooms					
Accommodating/rooms - per room 2-3pax (separate beds)					
Free flowing of coffee & mineral/purified drinking water					
Provision of sound system with 2 microphones					
Free use of LCD Projector and LCD Screen					
Provision of strong and reliable internet connection (atleast 35mbps)					
Standby generator					
<b>Note:</b>					
Preferably a hotel which can provide both the food and accommodation plus the training hall; not a caterer who subcontract venue					
In case of fortuitous event or other circumstances that the number of participants is reduced, adjust will be made.					
Contract Management Section					
In: <u>01/10/24</u> Date/Time: <u>2:41 pm</u>					
Out: _____ Date/Time: _____					



Total Amount in Words:	One Hundred Twenty One Thousand Five Hundred Pesos and No Centavos	GRAND TOTAL	<b>121,500.00</b>
------------------------	--	-------------	-------------------

LIQUDATED 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:

**EL PALACIO DIOCESAN PASTORAL DEVELOPMENT ORGANIZATION**  
Signature over Printed Name of Supplier  
Date: October 11, 2024

**NORMAN S. LAURIO**  
Regional Director

Funds Available:

**GERARD D. DE LEOZ**  
Administrative Officer II

ORS No.: 24-10-124154  
Amount: 121,500.00