

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 2410-0416
Address:	Legazpi City	Date:	October 09, 2024
Contact No.:	09959441474	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		Quantity	Unit Cost	Amount
		PROVISION OF FOOD AND VENUE FOR PARTICIPANTS DURING THE CONDUCT OF BUILDING CAPACITY, ENHANCING COMPETENCY: A WORKSHOP FOR DESIGNATED RECORDS MANAGEMENT OFFICERS			
		BATCH 1 - October 15-16, 2024			
	pax	Day 1 - AM Snacks, Lunch, PM Snacks and Venue Rental	40	650.00	26,000.00
	pax	Day 2 - AM Snacks, Lunch, PM Snacks and Venue Rental	40	650.00	26,000.00
		BATCH 2 - October 28-29, 2024			
	pax	Day 1 - AM Snacks, Lunch, PM Snacks and Venue Rental	40	650.00	26,000.00
	pax	Day 2 - AM Snacks, Lunch, PM Snacks and Venue Rental	40	650.00	26,000.00
		Note: see attached Standard Requirements Form			

COA-DSWD-FOV
RECEIVED
 OCT 21 2024
 TIME 11:13

Contract Management Section
 In: 10-18-24 Date/Time: 10:10
 Out: _____ Date/Time: _____
 Page 1 of 1

Total Amount in Words: One Hundred Four Thousand Pesos and No Centavos **GRAND TOTAL 104,000.00**

LIQUIDATED 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:

[Signature]
LEGAZPI SENTRO HOTEL INC.
 Signature over Printed Name of Supplier
 Date: 10-15-24

[Signature]
NORMAN S. LAURIO
 Regional Director

Funds Available:
[Signature]
WENDY G. RANCES
 Accountant III

ORS No.: 24-10-13 223
 Amount: 104,000.00