

End-User: PSD - Crisis Intervention Section

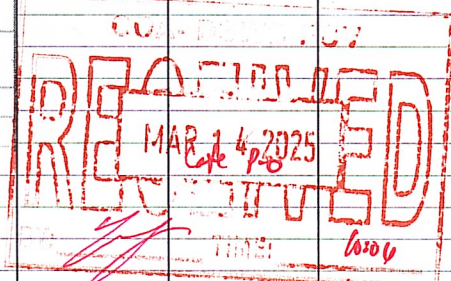
**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE V**

Regional Center Site, Rawis, Legazpi City, Albay

**PURCHASE ORDER**

|                    |   |  |   |
|--------------------|---|--|---|
| Supplier:          | <b>LJR 4 BUILDING RENTAL</b>  | PO. No.:   | <b>COL No. 2025-007</b>                         |
| Address:           | <b>BAGASBAS RD. BRGY. V, DAET CAMARINES NORTE</b>   | Date:  | January 01, 2025                                |
| Contact No.:       |   | Mode of Procurement:                                     | Lease of Real Property and Venue (53.10)        |
| Gentlemen:         | Please furnish this Office the following articles subject to the terms and conditions contained herein: | Payment Term:  | 30-60 Calendar Days from Receipt of SOA/Billing |
| Place of Delivery: | As specified in the contract  | Delivery Term:   | As specified below                              |
| Date of Delivery:  | to request for schedule prior to actual delivery at Contract Management Unit                            | For Delivery Schedule and Queries Please Contact C.M.U.: | 0963-698-4404                                   |

| Item No. | Unit   | Quantity | Unit Cost  | Amount     |
|----------|--|----------|------------|------------|
|          | <b>RENTAL OF OFFICE SPACE FOR AICS STAFF IN DAET</b><br><i>for the period of January 1, 2025 to March 31, 2025</i>   |          |            | -          |
|          | months   | 3        | 100,000.00 | 300,000.00 |
|          | OFFICE RENTAL<br>Floor area not less than 150 square meter (including waiting area for beneficiaries)<br>Within the business center, poblacion or adjacent municipalities in Daet Camarines Norte<br>At least with two(2) rest room-one for staff (male and female) and one (1) for client<br>Distinct meter for power and water connection<br>With a sufficient number of outlets and safety switches<br>Sufficient number of airconditioning unit<br>Sufficient ventilation and lighting<br>Well painted, clean, free from any defect and ready for occupancy<br>Office space shall be registered with business permit and official receipt for business transactions<br><b>NO DOWNPAYMENT AND ADVANCE PAYMENT REQUIRED</b><br>With enough space for queuing of clients<br>With high load capacity for the aircon and other electrical equipment<br>With space for storage of supply |          |            | -          |
|          | <i>Contract Management Section</i><br>In: <u>3/19/25</u> Date/Time: <u>9:36</u><br>Out: _____ Date/Time: _____   |          |            | -          |



|                        |  |             |                   |
|------------------------|--|-------------|-------------------|
| Total Amount in Words: | Three Hundred Thousand Pesos and No Centavos | GRAND TOTAL | <b>300,000.00</b> |
|------------------------|--|-------------|-------------------|

**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 of Supplier*  
**LJR 4 BUILDING RENTAL**  
Signature over Printed Name of Supplier  
Date: 11/1/25

**NORMAN S. LAURIO**  
Regional Director

Funds Available:

**WENDY G. RANCES**  
Accountant III

ORS No.: 05-02-00347  
Amount: 300,000.00