

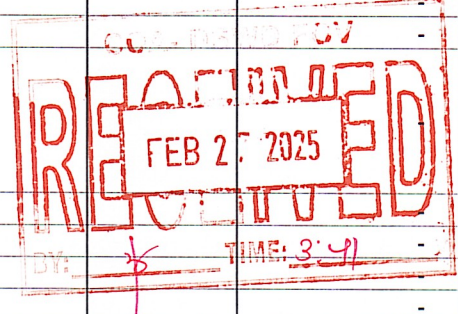
**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE V**

Regional Center Site, Rawis, Legazpi City, Albay

**PURCHASE ORDER**

Supplier:	<b>A.V.P. CATERING SERVICES</b>	PO. No.:	<b>F2025-0013</b>
Address:	Imelda Roces Avenue, Legazpi City	Date:	February 18, 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
		Delivery Term:	As specified below
Place of Delivery:	Legazpi City, Albay	For Delivery Schedule and Queries Please Contact C.M.U.:	0963-698-4404
Date of Delivery:	As specified in the contract.		

Item No.	Unit	Description	Quantity	Unit Cost	Amount
		<b>FOOD AND VENUE FOR THE CONDUCT OF SLP OPERATIONS MID-YEAR ASSESSMENT MEETING IN LEGAZPI CITY</b>			
		<b>July 31, 2025</b>			
	pax	AM Snacks, Lunch, PM Snacks & Venue	25	698.50	17,462.50
		<b>Type of Serving: Guided Buffet</b>			
		The service provider must submit a menu. DSWD will select from the list of (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>Amenities:</b>			
		Free flowing coffee & mineral / purified drinking water			
		Provision of sound system with 2 microphones and extensions			
		Free use of LCD Projector and LCD Screen			
		Provision of strong and reliable internet connection (at least 35 mbps)			
		Standby generator			
		<b>Note:</b>			
		Preferably a hotel which can provide food and training hall; not caterer who subcontract venue			
		Incase of fortuitous event or other circumstance that the number of participants is reduced, adjustment will be made			



Total Amount in Words: **Seventeen Thousand Four Hundred Sixty Two Pesos and Fifty Centavos** **GRAND TOTAL 17,462.50**

**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 Norman S. Laurio: **NORMAN S. LAURIO** Regional Director   
 Signature of A.V.P. Catering Services: **A.V.P. CATERING SERVICES** Signature over Printed Name of Supplier   
 Date: 2/27/25

Funds Available: **WENDY G. RANCES** Accountant III   
 ORS No.: 25-02-00914   
 Amount: 17,462.50

Contract Management Section  
 In: 2/27/25 Date/Time: 3:18  
 Date/Time: