

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE V

Regional Center Site, Rawis, Legazpi City, Albay

PURCHASE ORDER

- TAVCHLINA College

Supplier:	<b>HOTEL LUCCA INC.</b>	PO. No.:	<b>F2025-0045</b>
Address:	Imperial Court Subd. Rizal Street Legazpi City	Date:	March 04, 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:	Legazpi City, Albay	Delivery Term:	As specified below
Date of Delivery:	As scheduled	For Delivery Schedule and Queries Please Contact C.M.U:	0963-698-4404

Item No.	Unit		Quantity	Unit Cost	Amount
		<b>PROVISION OF FOOD AND VENUE FOR THE TRAINING ON RECORDS MANAGEMENT AND INTEGRATION OF RELEVANT LEGISLATION IN THE ESTABLISHMENT OF A COMPREHENSIVE RECORDS MANAGEMENT PROGRAM IN LEGAZPI CITY, ALBAY</b>			
		<b>March 26, 2025</b>			
	Pax	AM Snack, Lunch, PM Snack and Rental of Venue	35	900.00	31,500.00
		<b>March 27, 2025</b>			
	Pax	AM Snack, Lunch, PM Snack and Rental of Venue	35	900.00	31,500.00
		<b>In a HOTEL in LEGAZPI CITY, ALBAY</b>			
		Conformed with the Standard Requirements needed			
		*Guaranteed number to be served Food on the 1st day or to be adjusted as per advance advice of the end-user. Food and accommodation on the 2nd day onwards should be adjusted based on the actual number of participants			
		Contract Management Section In: <u>5/19/25</u> Date/Time: <u>2:24</u> Out: _____ Date/Time: _____			


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Total Amount in Words:	Sixty Three Thousand Pesos and No Centavos	GRAND TOTAL	<b>63,000.00</b>
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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.

This encompasses all requirements conformed in the Request for Quotation (RFQ) and Checklist End-User Requirements for Venues and Accommodation for DSWD Activities. In the event of fortuitous events or other circumstances leading to a reduced number of participants, adjustments will be made either prior to the activity or in the subsequent days, in coordination with the End-User.

Conforme:

  
**WENDY G. RANCES**  
 Signature over Printed Name of Supplier  
 Date: March 13, 2025

  
**NORMAN S. LAURIO**  
 Regional Director

Funds Available:	<b>WENDY G. RANCES</b> Accountant III	ORS No.:	<u>25-03-01726</u>
		Amount:	<u>63,000.00</u>