

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

Regional Center Site, Rawis, Legazpi City, Albay

**PURCHASE ORDER**

Supplier:	<b>HOTEL ST. ELLIS</b>	PO. No.:	<b>F2025-0050</b>
Address:	Rizal St., Legazpi City	Date:	March 06, 2025
Contact No.:	0917-501-0837	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 specified in the contract.	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 CONDUCT OF GRIEVANCE OFFICERS' MEETING</b>				
<b>Venue: Legazpi City</b>				
	pax			
				<b>March 11, 2025</b>
		30	900.00	27,000.00
				AM Snacks, Lunch, PM Snacks and Venue Rental
	pax			
				<b>June 17, 2025</b>
		30	900.00	27,000.00
				AM Snacks, Lunch, PM Snacks and Venue Rental
	pax			
				<b>September 23, 2025</b>
		30	900.00	27,000.00
				AM Snacks, Lunch, PM Snacks and Venue Rental
	pax			
				<b>November 11, 2025</b>
		30	900.00	27,000.00
				AM Snacks, Lunch, PM Snacks and Venue Rental
				The Service Provider will submit a menu for this activity
				Guided buffet with soup and dessert
				Menu shall include three (3) viands (Pork/Chicken/Beef or Fish), Vegetable and Dessert (No Dory Fish in the menu)
				Free flowing of coffee and water
				Can accommodate requests of participants with special dietary meals/non-pork eaters
				Airconditioned Session Hall
				Free electrical connection for equipment e.g. LCD projector with extension
				Free use of sound system with at least 2 microphones and audio jack
				Provision of standby functional generator set
				Secretariat Table
				Philippine Flag with stand
				Free and reliable wireless 50Mbps internet connection

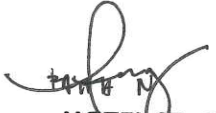
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TIME: 2:54


Contract Management Section  
In: 3/2/25 Date/Time: 2:15  
Out: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Total Amount in Words:	One Hundred Eight Thousand Pesos and No Centavos	GRAND TOTAL	<b>108,000.00</b>
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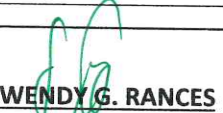
**LIQUIDATED DAMAGES: One-Tenth Of One Percent (0.001) of the cost of the unperformed portion of the contract for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the DSWD FOV may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.**

Conforme:

  
**HOTEL ST. ELLIS**  
 Signature over Printed Name of Supplier  
 Date: Mar. 10, 2025

  
**NORMAN S. LAURIO**  
 Regional Director

Funds Available:

  
**WENDY G. RANCES**  
 Accountant III

ORS No.: 25-03-01986  
 Amount: 108,000.00

