

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE V

Regional Center Site, Rawis, Legazpi City, Albay

PURCHASE ORDER

Supplier:	LA VENEZIA HOTEL AND SPA, INC.	PO. No.:	F2025-0053
Address:	Washington Drive, Legazpi City	Date:	March 06, 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:	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		Quantity	Unit Cost	Amount
		PROVISION OF MEALS AND VENUE FOR TARA, BASA! TUTORING PROGRAM REGIONAL TRAINING FOR TRAINERS (RTOT) IN LEGAZPI CITY			
		March 11, 2025			
	pax	AM Snacks, Lunch, PM Snacks and Venue Rental	40	900.00	36,000.00
		March 13, 2025			
	pax	AM Snacks, Lunch, PM Snacks and Venue Rental	40	900.00	36,000.00
		March 14, 2025			
	pax	AM Snacks, Lunch, PM Snacks and Venue Rental	40	900.00	36,000.00
		Function Rooms: Air-conditioned Sound system with at least two microphones (preferably wireless) Whiteboard with eraser With stand-by fully functional generator set Activity Hall/Venue must have free and reliable wireless connection Appropriate arrangements for classroom sessions and workshops			
		Food Requirements: The Service Provider (SP) shall provide a menu for selection of the end user Plated AM and PM Snacks Assisted Lunch Can accommodate request of participants with special dietary meals/ non-pork eaters or Muslim participants Free flowing coffee and water			
		Note: see attached Standard Requirements Form Note: In case of fortuitous events or other circumstances that the number of participants is reduced, adjustment shall be made prior to the conduct of the activity or in the succeeding days.			

RECEIVED
 MAR 26 2025
 TIME: 9:02 am

Contract Management Section
 In: 3/27/25 Date/Time: 5:39
 Out: _____ Date/Time: _____

Total Amount in Words:	One Hundred Eight Thousand Pesos and No Centavos	GRAND TOTAL	108,000.00
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LIQUDATED 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:

LA VENEZIA HOTEL AND SPA, INC.
 Signature over Printed Name of Supplier
 Date: 3/10/25

NORMAN S. LAURIO
 Regional Director

Funds Available:

WENDY G. RANCES
 Accountant III

ORS No.: 25-03-01806
 Amount: 108,000.00