

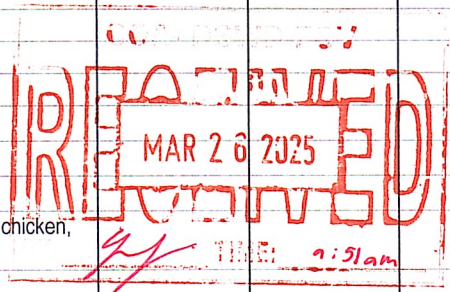
**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE V**

Regional Center Site, Rawis, Legazpi City, Albay

**PURCHASE ORDER**

Supplier:	<b>HOTEL ST. ELLIS</b>	PO. No.:	<b>F2025-0058</b>
Address:	Brgy, Centro Bay-Bay, Rizal St, Legazpi Port District, Legazpi City	Date:	March 10, 2025
Contact No.:	0936-921-1225	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	0963-698-4404
Date of Delivery:	As specified in the contract.	Please Contact C.M.U.:	

Item No.	Unit		Quantity	Unit Cost	Amount
<b>FOOD AND VENUE FOR THE CONDUCT OF SLP PROVINCIAL MEETING IN LEGAZPI CITY</b>					
		<b>March 21, 2025</b>			
	pax	AM Snacks, Lunch, PM Snacks & Venue	101	700.00	70,700.00
		<b>May 16, 2025</b>			
	pax	AM Snacks, Lunch, PM Snacks & Venue	101	700.00	70,700.00
<p>Conformed with the Standard Requirements needed</p> <p>Type of Serving: Guided Buffet</p> <p>The Service Provider must submit a menu</p> <p>DSWD will select from the list (3 viands, vegetables, pork, fish (no dory fish) or chicken, soup, dessert and rice)</p> <p>Can adjust for the menu of some participants who have food restriction</p> <p>Amenities</p> <ul style="list-style-type: none"> <li>Free flowing coffee &amp; mineral/purified drinking water</li> <li>Provision of sound system with 2 microphones and extensions</li> <li>Free use of LCD Projector and LCD Screen</li> <li>Standby generator</li> </ul> <p>Note:</p> <p>Preferably a hotel which can provide food and training hall; not a caterer who subcontract venue</p> <p>In case of fortuitous events or other circumstances that the number of participants is reduced, adjustment shall be made</p>					
Total Amount in Words:			One Hundred Forty One Thousand Four Hundred Pesos and No Centavos		<b>GRAND TOTAL 141,400.00</b>



Contract Management Section  
 In: 3/25/25 Date/Time: 3:44  
 Out: \_\_\_\_\_ Date/Time: \_\_\_\_\_

LIQUIDATED DAMAGES: One-Tenth Of One-Percent (0.1%) 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:

*Maria Elena*  
**HOTEL ST. ELLIS**

Signature over Printed Name of Supplier

Date: 3-20-25

**NORMAN S. LAURIO**  
 Regional Director

Funds Available:

**WENDY G. RANCES**  
 Accountant III

ORS No.: 25-03-02358  
 Amount: 141,400.00