

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE V

Regional Center Site, Rawis, Legazpi City, Albay

PURCHASE ORDER

Supplier:	E CROWN HOTEL AND RESORT - VIRAC INC.	PO. No.:	F 2025-0070
Address:	San Vicente, Virac, Catanduanes	Date:	March 13, 2025
Contact No.	09614637148	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:	Catanduanes	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
		FOOD AND VENUE FOR THE CONDUCT OF SLP PROVINCIAL MEETING (VIRAC, CATANDUANES)			
		March 17, 2025 — 4/17/25			
	pax	AM snacks, Lunch, PM snacks and Venue	15	690.00	10,350.00
		May 12, 2025			
	pax	AM snacks, Lunch, PM snacks and Venue	15	690.00	10,350.00
		June 13, 2025			
	pax	AM snacks, Lunch, PM snacks and Venue	15	690.00	10,350.00
		Conformed with the Standard Requirements needed			
		Type of Serving: Guided buffet			
		The Service Provider must submit a menu			
		DSWD will select from the list (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			
		Amenities:			
		Free flowing coffee and mineral/purified drinking water			
		Provision of sound system with 2 microphones and extensions			
		Free use of LCD Projector and LCD screen			
		Standby generator			
		Note:			
		Preferably a hotel which can provide food and training hall; not a caterer who subcontract venue			
		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.			
Total Amount in Words:	Thirty One Thousand Fifty Pesos and No Centavos			GRAND TOTAL	31,050.00

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:

JESSY A. ZAFE
Admin Officer

E CROWN HOTEL AND RESORT - VIRAC INC.

Signature over Printed Name of Supplier

Date:

03/17/25

NORMAN S. LAURIO

Regional Director

Funds Available:

WENDY G. RANCES
Accountant III

ORS No.:

25-03 -026006

Amount:

31,050.00