

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE V

Regional Center Site, Rawis, Legazpi City, Albay

PURCHASE ORDER

Supplier:	EL PALACIO DIOCESAN PASTORAL DEVELOPMENT ORGANIZATION INC.		PO. No.:	F 2025-0210	
Address:	Corner Sikatuna & Del Rosario ST., Legazpi City		Date:	May 30, 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:	As specified in the contract		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
		Provision of Food, Venue, and Accommodation for the conduct of EPAHP Regional Convergence Team Year-End Assessment and Planning Workshop			
		Venue: Hotel in Legazpi City			
		November 20, 2025			
	Pax	AM Snacks, Lunch, and PM Snacks w/ free venue	40	600.00	24,000.00
	Pax	Dinner, and Accommodation	20	1,100.00	22,000.00
		November 21, 2025			
	Pax	Breakfast	20	150.00	3,000.00
	Pax	AM Snacks, Lunch, and PM Snacks w/ free venue	40	600.00	24,000.00
		<i>Note: Please see the attached Standard Requirements for Venues and Accommodation (ANNEX 6)</i>			
		<i>Amenities:</i>			
		<i>Stable internet connection and WIFI (at least 35 mbps internet connection)</i>			
		<i>Basic sound system and projector</i>			
		<i>Additional Note: In case of fortuitous events or other circumstances in which the number of participants is reduced adjustments shall be made prior to the conduct of the activity or in the succeeding days</i>			
		<i>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</i>			
Total Amount in Words:	Seventy Three Thousand Pesos and No Centavos			GRAND TOTAL	73,000.00

CONDITIONS:

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.

The Supplier/Contractor acknowledges and agrees that any acts falling under Section 65 (Offenses and Penalties) and Section 69 (Imposition of Administrative Penalties and Blacklisting) of the Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (Government Procurement Reform Act), as well as other relevant procurement laws and regulations, shall subject the Supplier/Contractor to blacklisting, administrative, civil, and/or criminal liabilities in accordance with applicable laws and regulations.

Conforme:

EL PALACIO DIOCESAN PASTORAL DEVELOPMENT

Signature over Printed Name of Supplier

Date:

JUN 17 2025

NORMAN S. LAURIO

Regional Director

Funds Available:

WENDY G. RANCES

Accountant III

ORS No.:

25-06-06060

Amount:

73,000.00