

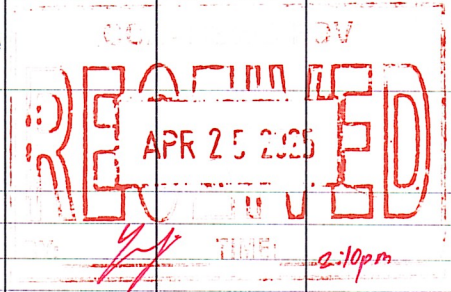
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE V

Regional Center Site, Rawis, Legazpi City, Albay

PURCHASE ORDER

Supplier:	HOTEL ST. ELLIS	PO. No.:	F 2025-0147
Address:	Rizal St., Legazpi City	Date:	April 10, 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:	Legazpi City, 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
		FOOD, VENUE AND ACCOMMODATION FOR THE CONDUCT OF STRATEGIC PLANNING AND WRITESHOP ON GOOD PRACTICE DOCUMENTATION FOR ABSNET BICOL			
		Venue: Legazpi City			-
		April 29, 2025			-
	Pax	AM Snacks, Lunch, PM Snacks, Venue and Dinner	65	1,200.00	78,000.00
	Pax	Accommodation	30	1,200.00	36,000.00
		April 30, 2025			-
	Pax	Breakfast	30	250.00	7,500.00
	Pax	AM Snacks, Lunch & PM Snacks	65	800.00	52,000.00
		Amenities:			-
		1. Airconditioned room with sound system with 3 microphones (preferably wireless); free use of projector & LCD screen; free use of electricity when using equipment / laptops; free use of extension wires			-
		2. The menu shall include 3 viands; pork, beef or chicken, fish and vegetable, soup and dessert (no dory fish in the menu); free flowing coffee (brewed) with creamer. Sugar and water			-
		3. With functional wifi internet connectivity (90 mbps)			-
		4. With accessibility and priority lanes for PWD/ pregnant women participants			-
		5. With secretariat table			-
		<i>Attached: Checklist of End User's Requirements</i>			-
		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.			-
		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.			-



Total Amount in Words:	One Hundred Seventy Three Thousand Five Hundred Pesos and No Centavos	GRAND TOTAL	173,500.00
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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: *Marinda Openis*
HOTEL ST. ELLIS
 Signature over Printed Name of Supplier
 Date: *4/24/25*

NORMAN S. LAURIO
 Regional Director

Contract Manager: *Wendy G. Rances*
 Date/Time: *3:48*

Out: *Wendy G. Rances*
 Date/Time: *3:48*
 Accountant III

ORS No.: *25-04-03731*
 Amount: *173,500.00*