

## Regional Center Site, Rawis, Legazpi City, Albay

Supplier:		<b>EL PALACIO DIOCESAN PASTORAL DEVELOPMENT ORGANIZATION INC.</b>		PO. No.:		<b>F 2025-0163</b>	
Address:		Tula-Tula, Legazpi City		Date:		April 15, 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	
Place of Delivery:		Legazpi City, Albay		Delivery Term:		As specified below	
Date of Delivery:		As specified in the contract.		For Delivery Schedule and Queries Please Contact C.M.U:		0963-698-4404	
Item No.	Unit		Quantity	Unit Cost	Amount		
		<b>FOOD AND VENUE DURING THE CONDUCT OF KNOWLEDGE SHARING SESSION ON THE QUALITY MANAGEMENT SYSTEM AND RISK TREATMENT PLANNING WORKSHOP</b>					
		Venue: within Legazpi City May 26, 2025 (Day 1)					
	pax	AM Snacks, Lunch, PM Snacks and Venue Rental	30	675.00	20,250.00		
		May 27, 2025 (Day 2)					
	pax	AM Snacks, Lunch, PM Snacks and Venue Rental	30	675.00	20,250.00		
		May 28, 2025 (Day 3)					
	pax	AM Snacks, Lunch, PM Snacks and Venue Rental	30	675.00	20,250.00		
		<b>FOOD REQUIREMENTS:</b>					
		The Service Provider (SP) shall provide a menu for selection of the end user					
		Menu shall include two viands (pork, chicken, beef or fish), vegetable, soup and dessert (no dory fish in the menu)					
		Free flowing coffee and water					
		Plated AM and PM Snacks					
		Assisted Buffet for Lunch					
		Can accommodate request of participants with special dietary meals/ non-pork eaters or Muslim participants					
		<b>FUNCTION HALL:</b>					
		Air-conditioned hall for the plenary					
		Sound system with at least 2 wireless microphones					
		Whiteboard with eraser					
		Free use of LCD projector and LCD screen					
		Free use of electricity when using equipment/ laptop					
		Other Requests:					
		Free tarpaulin or back drop					
		Secretariat table					
		No middle obstructing post/structure					
		Free use of extension wires					
		Philippine flag with stand					
		Free and reliable wireless internet connection					
		With stand-by fully functional generator set					
		With audio visual operator					
		Does not offer day use room/ short time lodging					
		Inter-Agency Task Force (IATF) Compliant (Optional)					
		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.					
		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:		Sixty Thousand Seven Hundred Fifty Pesos and No Centavos			GRAND TOTAL		60,750.00

**CONDITIONS:**

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.

EL PALACIO DIOCESAN PASTORAL DEVELOPMENT ORGANIZATION INC.

Date: May 05, 2025

**WENDY G. RANCES**

Accountant III

**NORMAN S. LAURIO**

Regional Director

ORS No.:

25-04-04304

Amount:

60,750.00