## **PURCHASE ORDER**

## Department of Budget and Management Regional Office VIII

Villa Ruiz, Bgy 77, Marasbaras, Tacloban City Tel. No. (053) 888-0548, & 832-1628

HOTEL ALEJANDRO P.O. No.: 2022-12-002 Supplier: Tacloban City Date: December 20, 2022 Address : TN: Mode of Procurement: SVP Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein: Place of Delivery: DBM RO VIII, Marasbaras, Tacloban City Delivery Term: Date of Delivery : See note below. Payment Term: LDDAP-ADA Stock/ Unit Description Quantity **Unit Cost** Amount Property No. Lease of Venue with Catering Services for the lot Conduct of Gender and Development Year-End P 133,250.00 Assessment CUM Year-End Gathering December 20, 2022 (8:00Am to 10:00PM) December 21, 2022 (8:00AM to 5:00 PM) Room Accommodation (Overnight Stay) 29 Requirements: Use of one (1) air-conditioned function hall \* Can accommodate at least 50 participants observing minimum health protocols as prescribed by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-MEID) With the following inclusions: a) Basic Podium set-up with microphone b) Standby Technician and assigned Event Staff during the whole duration of the meeting c) 1 LCD projector with at least 8x12 wide projector screen d) Fast and reliable Wi-Fi access for 50 participants e) Basic audio equipment with at least two (2) units of microphone Space requirement for the following: Properly spaced seating · Provision of area/space, tables, and chairs for registration and Secretariat Guided buffet/meals: Day 1: December 20, 2022 AM Snack: Sandwich and Juice Lunch 1 soup 3 Main Entrée (fish, chicken, vegetables) 1 dessert 1 rice 1 round of drinks PM Snack Pasta with Bread and Juice Dinner 1 soup 3 Main Entrée (chicken, pork, vegetables) 1 dessert 1 rice 1 round of drinks

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	Stoc Propert		Unit	Description	Quantity	Unit Cost	Amount	
				Day 2: December 21, 2022 Breakfast: Bread with butter and Jam 3 Main Entrée (chicken, dried fish, egg) 1 Rice 1 Dessert  AM Snack: Suman with Mango and Hot Choco  Lunch 1 soup 3 Main Entrée (beef, chicken, fish) 1 dessert 1 rice 1 round of drinks  PM Snack Sandwich and Juice  Other Requirements:	29 /			
				1. Free flowing coffee 2. Food shall be served to the Resource Speakers at the presidential table 3. Left over food shall be allowed for take out. 4. Department of Tourism accredited with Safety Seal Certification.		-		
				5. Disinfectants and alcohol should be provided in the venue hall.  6. Maintenance of restrooms and venue shall be provided during the whole duration of the meeting.  7. Payment – shall be made 7 days after receipt of				
			- 1	Billing/Statement of Account, advance payment and security deposit is waived				
9	TOTAL    P 133,250.00  In Case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.  We reserve the right to return the above items in case of defects and if found not in accordance with the agreed specifications.							
Conforme:  REGINI L. DACULA  St. Admin Officer  (Signature over printed name)  Date  Very Trulywords  IMELDA C. LACERAS, CESO III  Regional Director								
Funds Available : Da					DRS/BURS No. : Date of the ORS/BURS:			



## REPUBLIC OF THE PHILIPPINES DEPARTMENT OF BUDGET AND MANAGEMENT REGION VIII

## **NOTICE OF AWARD**

December 20, 2022

The Manager
HOTEL ALEJANDRO
Tacloban City

Dear Sir/Madam:

This is to notify you that your Bid for the Lease of Venue with Catering Services for the Conduct of Gender and Development Year-End Assessment cum Year-End Gathering for the contract Price of One Hundred Thirty Three Thousand Two Hundred Fifty Pesos (P133,250.00) Only is hereby accepted.

Please refer to the attached signed quotation for the details of the specifications. May we remind likewise that processing of payment is subject to compliance with the required documentary requirements provided in the procurement terms and conditions of the Request for Quotation.

For information and guidance.

Very truly yours,

IMELDA C. LACERAS, CESO III

Regional Director

Conforme

(Signature over Printed Name)

Manager / Authorized Representative

HOTEL ALEJANDRO

Date of Receipt: 12/20/27