

- 10218154

PURCHASE ORDER

Department of Social Welfare and Development
Cordillera Administrative Office

Annex G-5

Supplier		LAFAYETTE LUXURY SUITES /		Purchase Order No.		2023-11-1108			
Address		#1 Military Cut-off, Baguio City		Date		14-Nov-23			
				Mode of Procurement		SVP			
Gentlemen: Please furnish this office the following articles subject to the terms and conditions herein.									
Place of Delivery				#1 Military Cut-off, Baguio City		Delivery Term: Complete			
Date of Delivery				AS INDICATED		Payment Term: Charge			
LOT NO.	Unit	Description	QTY	Unit Cost	Total Cost				
1	LOT	CATERING SERVICES WITH HALL RENTAL FOR THE 2023 4PS SYNERGY AND WELLNESS ACTIVITY							
		DATE: <u>Dec 12, 2023</u>							
	servicing	AM Snacks	78	150.00	11,700.00				
	servicing	Lunch	78	450.00	35,100.00				
	servicing	PM Snacks	78	150.00	11,700.00				
	lot	Hall Rental	1	-					
OTHER REQUIREMENTS						COMPLIANCE			
						CAN COMPLY	CANNOT COMPLY		
A CATERING									
	1	Buffet lunch with three viands (2 meat/fish and one vegetable), soup, dessert, and a glass of healthy or natural fruit infused drinks; AM and PM snacks are preferably healthy or indigenous with glass of coconut water or natural fruit infused drinks. Portioning of meals are as follows: a. For meals : 1 cup of rice, 1 serving of vegetable, 2 serving of meat/fish b. For snacks: (per piece: e.g. 1 bowl of ginataan, 2pcs of suman with a slice of mango) Note: creamer, sugar and the like are preferred to be in a canister rather than in sachet to comply with green procurement. On the other hand, serving or portioning is based on appropriate and applicable standard measurement/servings.						✓	
	2	Food station must be manned by restaurant crew or personnel for Buffet Lunch and AM and PM snacks should be plated.						✓	
	3	Inclusive of free flowing coffee/lemon grass tea and mineral water. Coffee/tea must be served on an earlier time as set/scheduled by the end user.						✓	
	4	One buffet set-up for all meals. Meals should be served and available on time (Lunch: 11:50AM-12:00PM and AM/PM snacks: 10AM/3:00PM)						✓	
B VENUE									
	1	The conference/function hall is: a. can accommodate the proposed number of attendees regardless of the layout and arrangement of the hall, chair, and table set up using round or rectangular tables, among others. b. has no impediments or pillars at the center or side of the hall that affects the view and interaction between and among participants and learning service providers. c. sound proofed, well lighted, and well ventilated *1 venue hall						✓	
	2	The conference/function halls has high quality sound system and equipment which includes the following: a. Three (3) wireless microphones b. Free use of functional LCD Projector and screen c. Standby IT personnel or able technician inside the conference/function hall to troubleshoot technical glitches						✓	
	3	Exclusive access to strong and stable WIFI connection in the function hall assigned to the activity, to wit: a. minimum of 10 mbps for usual browsing (google, Youtube, social media) b. minimum of 30 mbps for intensive IT related activities						✓	
	4	Free use of one functional LCD Projector and screen						✓	

5	Free charging of all electronic gadgets (i.e laptop, projector, mobile phone, among others), including free use of extension cords for the whole duration of the activity	✓	
6	Availability of 3x4 ft. white board inside the conference hall with two markers, and whiteboard eraser throughout the activity duration	✓	
7	The place of delivery of the goods / services is within BAGUIO CITY .	✓	
8	Service Provider must have Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon payment on the account.	✓	
PAYMENT SHALL BE MADE EVERY AFTER CONDUCT OF THE ACTIVITY AND THROUGH LANDBANK OF THE PHILIPPINES			
		TOTAL	58,500.00
(Amount in words)		Fifty Eight Thousand Five Hundred Pesos Only	

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 on the undelivered item/s.

Conforme:

[Signature]
 (Signature over Printed Name)

Nov. 23, 2023
 Date

[Signature]
LEO L. QUINTILLA
 Signature over Printed Name of Authorized Official
Regional Director
 Designation

 Bank Account Name

 Bank Account Number

TIN Number *please tick tax type
 vat
 non-vat

 Date of BIR Registration

Fund Cluster: cmf Current
 Funds Available: 58,500

ORS/ BURS No. : 2023-11-116662
 Date of the ORS/ BURS: NOV 15 2023

WILBOURN B. BACOLONG ✓
 ACCOUNTANT III

Amount: 58,500.00

MMAWA

Commission on Audit
RECEIVED
23 NOV 2023
 Date: _____ Time: _____