

PURCHASE ORDER
Department of Social Welfare and Development
Cordillera Administrative Office

Annex G-5

Supplier	LA NOUVA VITA HOTEL & RESTAURANT ✓	Purchase Order No.	2021-03-086
Address	SAN ISIDRO LUNA, APAYAO	Date	3/15/2021
Gentlemen:		Mode of Procurement	SVP

Please furnish this office the following articles subject to the terms and conditions herein.

Place of Delivery	Date of Delivery	Stock/ Property	Unit	Description	QTY	Delivery Term: Complete	
						Unit Cost	Total Cost
				WITHIN APAYAO AS SCHEDULED		Payment Term: Charge	
			30	A. KALAPI Officers Meeting (07:00)			
			30	AM Snacks x 10 pax for 3 meetings	60	1,800.00	
			30	Lunch x 10 pax for 3 meetings	160	4,800.00	
			3	VENUE w/ Internet Access	1,500	4,500.00	
				B. Regular Consultation and Technical Assistance to Sectoral Federations			
			30	AM Snacks x 10 pax x 3 meetings	60	1,800.00	
			30	Lunch x 10 pax x 3 meetings	160	4,800.00	
			3	VENUE w/ Internet Access	1,500	4,500.00	
				OTHER REQUIREMENTS			
				CATERING			
				Lunch served with the combination of three viands (2 meats/ fish and 1 vegetable), with appetizer, soup and dessert, AM and PM snacks are preferably indigenous inclusive of fruit juice/refreshment.			
				Note: Portioning of serving of meals based on standard and applicable food measurement (e.g. bowl of bilo-bilo or 2 pcs of suman with 1 slice of riped mango)			
				Meals and snacks should be individually packed using biodegradable packaging materials. Creamer, sugar and the like are preferred to be in a canister (with cover) rather than in sachet to comply with green procurement.			
				Inclusive of free flowing coffee/lemon grass tea and mineral water			
				VENUE			
				Undertake body temperature checking using thermal scanner at the venue entrances for all guests/participants by qualified health or medical staff or trained personnel			
				Sanitizing mats are provided at the entrance of the venue for the disinfection of guests' shoes			
				Physical distancing measures, hand sanitation, and respiratory etiquette must be observed when handling guests at the reception area.			
				Essential health kits such as 70% ethyl alcohol/hand sanitizer, tissues/paper towel and disposable waste bag should be available at the reception or counter			
				The conference/ function hall is: a. function hall must adhere to 50% capacity to ensure physical distancing b. can accommodate the proposed number of attendees with distance regardless of the layout and arrangement of stage, chair, and table set up using rectangular or round tables, among others. Table set up should accommodate 50% of the original capacity c. sound proofed, well lighted and well ventilated d. in light of physical distancing, seating arrangement must consider enough spacing (to contribute to the conduciveness of the learning environment)			
				Has access to strong WIFI connection to wit: minimum of 30 mbps for usual browsing (Google Meet, YouTube, Social media & other online platforms)			
				Availability and free use of one functional LCD Projector			
				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			
				The place of delivery of the goods / services is within APAYAO.			
				Payment will be made every after delivery of services / conduct of activity			
				(Amount in words)		Twenty Two Thousand Two Hundred Pasos Only	TOTAL 22,200.00

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 on the undelivered items.

Conforme:

(Signature over Printed Name) _____ Date _____
 Bank Account Name _____ Bank Account Number _____
 Signature over Printed Name of Authorized Official: **ARNEL B. GARCIA, CSO III**
 Regional Director
 Designation: _____
 Date: 3/22/2021

TIN Number _____ *please tick tax type
 val non-val
 Date of BIR Registration _____

Fund Cluster: <u>CMT Olanreun</u>	ORS/ BURS No.: <u>02-1010101-2021-02-01806</u>	(11,000)
Funds Available: <u>P2 288</u>	Date of the ORS/ BURS: <u>3/16/21</u>	(11,000)
<u>WILBOURN B. BACOLONG</u> ACQUANTANT III	Amount: <u>22,200.00</u>	