

# PURCHASE ORDER

Department of Social Welfare and Development  
Cordillera Administrative Office

Annex G-5

Supplier	HOLIDAY INN BAGUIO CITY CENTRE	Purchase Order No.	2021-08-490
Address	56 LEGARDA RD., BAGUIO CITY	Date	8/16/2021
Gentlemen:		Mode of Procurement	SVP

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

Stock/Property	Unit	Description	QTY	Unit Cost	Total Cost
Place of Delivery: AS INDICATED Date of Delivery: AS SCHEDULED Delivery Term: Complete Payment Term: Charge					
Description: CATERING SERVICES WITH FREE USE OF HALL FOR THE ENHANCED PARTNERSHIP AGAINST HUNGER AND POVERTY (EPAHP) REGIONAL CONVERGENCE TEAM (RCT) MID-YEAR ASSESSMENT AND PLANNING WORKSHOP Tentative Date: August 25-27, 2021					
		Day 1			-
	-serving	Lunch			-
	-serving	PM Snack	56	300.00	16,800.00
		Day 2	56	100.00	5,600.00
	-serving	Breakfast			-
	-serving	AM Snack	7	200.00	1,400.00
	-serving	Lunch	58	100.00	5,800.00
	-serving	PM Snack	58	300.00	17,400.00
	-serving	Dinner	58	100.00	5,800.00
		Day 3	58	300.00	17,400.00
	-serving	Breakfast			-
	-serving	AM Snack	7	200.00	1,400.00
	-serving	Lunch	56	100.00	5,600.00
	-serving	PM Snack	56	300.00	16,800.00
	-serving	Dinner	56	100.00	5,600.00
		OTHER REQUIREMENTS	56	300.00	16,800.00
A CATERING			COMPLIANCE		
	1	Lunch served with the combination of three viands (2 meat/fish and 1 vegetable), 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)		✓	
	2	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.		✓	
	3	Inclusive of free flowing coffee/lemon grass tea and mineral water		✓	
B VENUE					
	1	With Free Use of Hall		✓	
	2	Undertake body temperature checking using thermal scanner at the venue entrances for all guests/participants by qualified health or medical staff or trained personnel		✓	
	3	Sanitizing mats are provided at the entrance of the venue for the disinfection of guests' shoes		✓	
	4	Physical distancing measures, hand sanitation, and respiratory etiquette must be observed when handling guests at the reception area.		✓	
	5	Essential health kits such as 70% ethyl alcohol/hand sanitizer, tissue/paper towel and disposable waste bag should be available at the reception or counter		✓	
	6	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)		✓	
	7	Has access to strong WiFi connection to wit: minimum of 30 mbps for usual browsing (Google Meet, YouTube, Social media & other online platforms)		✓	
	8	Availability and free use of one functional LCD Projector		✓	
	9	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		✓	
	10	The place of delivery of the goods / services is within BAGUIO CITY.		✓	
<b>(Amount in words)</b>					<b>TOTAL 116,400.00</b>
<b>One Hundred Sixteen Thousand Four Hundred Pesos Only</b>					

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 over Printed Name) Date

\_\_\_\_\_  
Bank Account Name Bank Account Number

TIN Number  please tick tax type Date of BIR Registration  
 vat  
 non-vat

**ARNEL B. GARCIA, CESO II**  
Signature over Printed Name of Authorized Official  
**Regional Director**  
Designation

Fund Cluster: <u>01 CME Current</u> Funds Available: <u>116,400</u>	ORS/ BURS No.: <u>02-10101-1021-08-06577</u> Date of the ORS/ BURS: <u>8/17/21</u>
<b>WILBOURN B. BACOLONG</b> ACCOUNTANT III	Amount: <u>116,400.00</u>