

# PURCHASE ORDER

Department of Social Welfare and Development  
Cordillera Administrative Office

Annex G-5

<b>Supplier</b>	CITY TRAVEL HOTEL	<b>Purchase Order No.</b>	2022-01-038A
<b>Address</b>	15 KISAD ROAD, BAGUIO CITY	<b>Date</b>	1/31/2022
		<b>Mode of Procurement</b>	SVP

Gentlemen:

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

Place of Delivery		AS INDICATED		Delivery Term:	Complete
Date of Delivery		AS SCHEDULED		Payment Term:	Charge
Stock/Property	Unit	Description	QTY	Unit Cost	Total Cost
		<b>CATERING SERVICE WITH HALL RENTAL FOR THE LEARNING AND DEVELOPMENT INTERVENTION FOR FIELD OFFICE PERSONNEL</b>			
		<b>1. LDI FOR PERMANENT ADMINISTRATIVE PERSONNEL (Tentative Date: May 4-6, 2022)</b>			-
		<b>Day 1- No provision</b>			-
		<b>Day 2</b>			-
	servings	AM Snack	38	100.00	3,800.00
	servings	Lunch	38	280.00	10,640.00
	servings	PM Snack	38	100.00	3,800.00
	lot	Hall Rental	1		-
		<b>Day 3</b>			-
	servings	AM Snack	38	100.00	3,800.00
	servings	Lunch	38	280.00	10,640.00
	servings	PM Snack	38	100.00	3,800.00
	lot	Hall Rental	1		-
		<b>OTHER REQUIREMENTS</b>		<b>COMPLIANCE</b>	
		Lunch served with the combination of three viands (2 meat/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 bilobilo 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		✓	
		<b>B. VENUE</b>		✓	
		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, tissue/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 BAGUIO CITY.		✓	
		PAYMENT WILL BE MADE EVERY AFTER CONDUCT OF THE ACTIVITY.			
				<b>TOTAL</b>	<b>36,480.00</b>
<b>(Amount in words)</b>		<b>Thirty Six Thousand Four Hundred Eighty 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 items/s.

Conforme:

( Signature over Printed Name )	Date
Bank Account Name	Bank Account Number
TIN Number	Date of BIR Registration
<input type="checkbox"/> please tick tax type <input type="checkbox"/> vat <input type="checkbox"/> non-vat	

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

Fund Cluster: <u>01 MDS Current</u>	ORS/ BURS No. : <u>02-10101-2022-01-00 225</u>
Funds Available: <u>36 480</u>	Date of the ORS/ BURS: <u>01/31/2022</u>
<b>WILBOURN B. BACOLONG</b> ACCOUNTANT III	Amount: <u>36,480.00</u>

# PURCHASE ORDER

Department of Social Welfare and Development  
Cordillera Administrative Office

Annex G-5

<b>Supplier</b>		CITY TRAVEL HOTEL	<b>Purchase Order No.</b>		2022-01-038B
<b>Address</b>		15 KISAD ROAD, BAGUIO CITY	<b>Date</b>		1/31/2022
			<b>Mode of Procurement</b>		SVP
Gentlemen:					
Please furnish this office the following articles subject to the terms and conditions herein.					
<b>Place of Delivery</b>		AS INDICATED	<b>Delivery Term:</b>		Complete
<b>Date of Delivery</b>		AS SCHEDULED	<b>Payment Term:</b>		Charge
Stock/ Property	Unit	Description	QTY	Unit Cost	Total Cost
		<b>CATERING SERVICE WITH HALL RENTAL FOR THE LEARNING AND DEVELOPMENT INTERVENTION FOR FIELD OFFICE PERSONNEL</b>			
		<b>2. Seminar on Mental Health in the Workplace, Self Care and Stress Management Activities (Tentative Date: July 6-7, 2022)</b>			-
		<b>Day 1</b>			-
	-serving	AM Snack	25	100.00	2,500.00
	-serving	Lunch	25	280.00	7,000.00
	-serving	PM Snack	25	100.00	2,500.00
	lot	Hall Rental	1		-
		<b>Day 2</b>			-
	-serving	AM Snack	25	100.00	2,500.00
	-serving	Lunch	25	280.00	7,000.00
	-serving	PM Snack	25	100.00	2,500.00
	lot	Hall Rental	1		-
<b>OTHER REQUIREMENTS</b>				<b>COMPLIANCE</b>	
		Lunch served with the combination of three viands (2 meat/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 bilobilo 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		✓	
		B. 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, tissue/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 accomodate 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 BAGUIO CITY.		✓	
		PAYMENT WILL BE MADE EVERY AFTER CONDUCT OF THE ACTIVITY.			
				<b>TOTAL</b>	<b>24,000.00</b>
<b>(Amount in words)</b>		<b>Twenty Four Thousand 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	Date of BIR Registration

\*please tick tax type  
 vat  
 non-vat

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

Fund Cluster: <u>01 MDS Current</u>	ORS/ BURS No. : <u>02-101101-2022-01-00277</u>
Funds Available: <u>24000</u>	Date of the ORS/ BURS: <u>01/31/2022</u>
<b>WILBOURN B. BACOLONG</b> ACCOUNTANT III	Amount: <u>24,000.00</u>