

# PURCHASE ORDER

Department of Social Welfare and Development  
Cordillera Administrative Office

Annex G-5

<b>Supplier</b>	KINGSQUARE DAVIDSON HOTEL & RESTAURANT CORPORATION	<b>Purchase Order No.</b>	2021-12-799
<b>Address</b>	TABUK CITY, KALINGA	<b>Date</b>	12/13/2021
<b>Gentlemen:</b>		<b>Mode of Procurement</b>	SVP

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 SERVICES WITH HALL RENTAL FOR THE YEAR-END REGIONAL GENERAL ASSEMBLY IN KALINGA</b>					
<b>TENTATIVE DATE: DECEMBER 16, 2021</b>					
	-serving	AM Snack	105	90.00	9,450.00
	-serving	Lunch	105	290.00	30,450.00
	-serving	PM Snack	105	90.00	9,450.00
	day	Hall Rental	1	10,000.00	10,000.00
<b>OTHER REQUIREMENTS</b>				<b>COMPLIANCE</b>	
<b>A. CATERING</b>					
	1	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)		✓	
	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>B. VENUE</b>					
	1	Undertake body temperature checking using thermal scanner at the venue entrances for all guests/participants by qualified health or medical staff or trained personnel		✓	
	2	Sanitizing mats are provided at the entrance of the venue for the disinfection of guests' shoes		✓	
	3	Physical distancing measures, hand sanitation, and respiratory etiquette must be observed when handling guests at the reception area.		✓	
	4	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		✓	
	5	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)		✓	
	6	Has access to strong WiFi connection to wit: minimum of 30 mbps for usual browsing (Google Meet, YouTube, Social media & other online platforms)		✓	
	7	Availability and free use of one functional LCD Projector		✓	
	8	Free two(2) signages or backdrops (tarpaulin) with atleast 3x4ft size to be displayed at the conference/function hall and within the designated hotel area/premises.		✓	
	9	Free provision of the following accessories: a. real or natural flowers to be displayed at the participant's table b. minimal decorations at the conference hall		✓	
	10	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		✓	
	11	The place of delivery of the goods / services is within KALINGA.		✓	
<b>TOTAL</b>					<b>59,350.00</b>
<b>(Amount in words)</b>		<b>Fifty Nine Thousand Three Hundred Fifty 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 \_\_\_\_\_  
 vat  
 non-vat

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

Fund Cluster: \_\_\_\_\_  
Funds Available: \_\_\_\_\_

**WILBOURN B. BACOLONG**  
ACCOUNTANT III

F002 F001

ORS/ BURS No.: 12-12-0623 / 20-12-11354  
Date of the ORS/ BURS: 12-13-21  
Amount: 59,350.00