



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**DAVAO REGIONAL OFFICE**  
 58 McArthur Highway, Matina Crossing, Davao City  
<http://www.region11.dilg.gov.ph>

## PURCHASE ORDER

<b>Supplier:</b> DAVAO EXCEL VENTURES CORPORATION	<b>P.O.No. :</b> 2024-11-334
<b>Address:</b> Porras St. Bo. Obrero, Davao City	<b>Date:</b> November 11, 2024
<b>TIN:</b> 004-429-111-000	<b>Mode of Procurement:</b> NEGOTIATED PROCUREMENT - LEASE OF VENUE

**Gentlemen:**  
Please furnish this office the following articles subject to the terms and conditions contained herein:

<b>Place of Delivery:</b> DILG XI Regional Office	<b>Delivery Term:</b> within 2 calendar days
<b>Date of Delivery:</b> November 19-20, 2024	<b>Payment Term:</b> w/in 15 calendar days

Stock/ Property	Unit	Description	Quantity	Unit Cost	TOTAL BID PRICE
		<b>Technical Specifications with asterisks (*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotations.</b> 1. The venue must be easily located and accessible to public transportation.* 2. Free use of LCD projector.* 3. Venue must have a strong internet connection.* 4. Hotel should be single-use plastic free.* 5. Hotel must have "No Smoking Policy." 6. Meals should be served in a buffet except for snacks.* 7. Free energy cost for laptops.* 8. Availability of spacious parking space.* 9. Provision of backdrop inside the function room.* 10. The hotel should not have any gambling area or KTV bars.*			
	job	Lease of Venue, with Meals and Room Accommodation: November 19, 2024 Live-in/Full Board:	1		
	pax	AM Snacks, Lunch, PM Snacks and Dinner with Room Accommodation (triple-sharing) Note: Breakfast to be served on November 20, 2024	11	3,000.00	33,000.00
	pax	Live-out: AM Snacks, Lunch, and PM Snacks November 20, 2024	24	1,700.00	40,800.00
	pax	Live-out: Breakfast (part of full board, November 19, 2024)	11		
	pax	AM Snacks, Lunch, and PM Snacks	35	1,700.00	59,500.00
		XX PR No: 2024-10-334 dtd. October 28, 2024 End-User: ORD - PEDPU Purpose: Conduct of Increasing Capacities of DILG XI Personnel towards Strengthened LGU Capacity Delivery cum 4th Quarter Regional Management Consultative Conference			<b>133,300.00</b>

COMMISSION ON AUDIT  
**RECEIVED**  
 / DATE: 18 NOV 2024  
 / TIME: 1:03 PM  
 / BY: J. White

**Total Amount in Words: ONE HUNDRED THIRTY THREE THOUSAND THREE HUNDRED PESOS ONLY**

In case of failure to make the full delivery within the time specified above, a penalty of tenth (1/10) of one percent for every of delay shall be imposed on the undelivered item /s.

**CONFORME:**  
  
 Signature over Printed Name of Supplier  
 NOV 13 2024  
 Date

Very truly yours,  
  
**ABDULLAH V. MATALAM**  
 Regional Director

**Fund Cluster:** 01  
**Funds Available:** ₱ 133,300.00  
  
**MARIA TERESA S. BERDAN**  
 Signature over Printed Name of Chief  
 Accountant/Head of Accounting Division/Unit

**ORS/BURS No.:** 02 - 0110101 - 2024 - 11 - 002185  
**Date of the ORS/BURS:** Nov. 12, 2024  
**Amount:** ₱ 133,300.00