



PURCHASE ORDER

Supplier: SOTOGRADE HOTEL DAVAO, INC.	P.O.No. : 2024-11-35b
Address: Davao Riverfront. Brgy, Maa, Davao City	Date: November 20, 2024
TIN: 010-335-181-000	Mode of Procurement: NEGOTIATED PROCUREMENT - LEASE OF VENUE

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

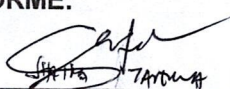
Place of Delivery: DILG XI Regional Office	Delivery Term: within 1 calendar day
Date of Delivery: November 29, 2024	Payment Term: w/in 15 calendar days

Stock/Property	Unit	Description	Quantity	Unit Cost	TOTAL BID PRICE
		Technical Specifications with asterisks (*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotations. 1. Provision of free flowing coffee.* 2. Provision of free use of 2 units LCD projector and 2 units LCD Screen and free energy cost for laptops and other electronic gadgets.* 3. Function room should accommodate and serve at least 50 pax observing social distancing.* 4. Provision of sound system, including at least 4 microphones, operator and/or staff.* 5. Provision of free internet connection that can accommodate at least 50 users.* 6. Provision of tarpaulin as backdrop.* 7. Provision of well ventilated area and proper exhaust system.* 8. Provision of purified/distilled drinking water with dispenser.* 9. Use of stainless utensil and glass for meals and biodegradable containers and materials.* 10. Service provider should do proper segregation for disposal of tissue and leftovers.* 11. Provision of parking space than can accommodate at least 30 vehicles during the activity.*	/		
	job	Lease of Venue, with Meals:	1		
		November 29, 2024			
		Live-out:			
	pax	AM Snacks, Lunch, PM Snacks	50	1,700.00	85,000.00
		Menu: 1 soup, 1 Chicken or Fish, 1 Veggie or Pasta or Noodles, 1 dessert, 1 Round of Juice or Soda and Steamed Rice			
		XX			
		PR No: 2024-11-346 dtd. November 4, 2024			85,000.00
		End-User: LGMED			
		Purpose: Conduct of 4th Quarter of CY 2024 Regional Inter-Agency Committee on Anti-Illegal Drugs (ICAD) Coordinating Group (RICG) XI Meeting			

Total Amount in Words: EIGHTY-FIVE THOUSAND 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


11/21/2024

 Date

Very truly yours,


ABDULLAH V. MATALAM
 Regional Director

By the Authority of the Regional Director:


CHARISSA T. GUERTA, CESO V
 OIC – Assistant Regional Director

Fund Cluster: 01

Funds Available: ₱85,000.00


MARIA TERESA S. BERDAN
 Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit

ORS/BURS No.: 02-0110101-2024-11-002768

Date of the ORS/BURS: Nov. 21, 2024

Amount: ₱85,000.00