

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

Supplier:	SOTOGRANDE HOTEL DAVAO, INC.			P.O.No.: 2024-11-351		
Address:	Davao	Riverfront. Brgy, Maa, Davao City	Date:	November 2	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 Date of Delivery: December 6-7, 2024			Delivery Term: within 2 calendar days Payment Term: w/in 15 calendar days			
Stock/			Payment	lerm: w/in is	calendar days	
Property	Unit	Description (1)	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.				
		The venue must be easily located and accessible to public	,			
1 1 1		transportation.*				
		Meals should be served in a buffet except for snacks.*	1			
		3. Free use of two (2) LCD projectors.*	1		MISSION ON ALL	
		4. Free energy cost for ten (10) laptops.*	1		MISSION ON AUDIT	
		5. Availability of spacious parking area.*	1	R	ECEIVED	
		6. Provision of backdrop inside the function room.*	1	DATE:	2 7 NOV 2024	
		7. Hotel must have "No Smoking Policy."*	1	TIME:	4:45 pm	
		8. Venue must have a strong internet connection.*	1	3,45	PRANCIS	
		9. Hotel must provide complete health and hygiene kits.*	1	1900	The second of th	
		10. Hotel must provide service water for each room.*	1			
		11. Hotel should be single-use plastic free.*	1			
		Lease of Venue, with Meals and Room Accommodation:				
F 1 1 1 1 1 1		December 6, 2024				
		Live-in/Full Board:				
	pax	AM Snacks, Lunch, PM Snacks and Dinner with	189	3,000.00	567,000.00	
		Room Accommodation (twin-sharing)				
		Note: Breakfast to be served on December 7, 2024				
		December 7, 2024 (Tuesday)				
		Live-out:				
	pax	Breakfast (part of December 6, 2024 full board)	189			
	pax	AM Snacks, Lunch, PM Snacks and Dinner	17	1,700.00	28,900.00	
		XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX			595,900.00	
		PR No: 2024-11-342 dtd. November 6, 2024				
		End-User: LGMED				
		Purpose: Conduct of Improving Local Service Delivery: A				
		Results-Based Assessment of the 2024 DILG's Programs and				
Total Amoun	n4 in 14/	Interventions in Support of the Philippine Development Plan 2023-2028	10000 000	0000000		
Total Amount in Words: FIVE HUNDRED NINETY-FIVE THOUSAND NINE 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 perce		very of delay shall be imposed on the undelivered item /s.	,	,		
		tory or actual community imposed on the underviced Rollings.				
CONFORME			Very truly yours,			
COM CIMIL			very truly	yours,		
ADDITION MATALAN					MATAL AND	
Ciana	THE COL	79/Duly	ABDULLAH V. MATALAM			
Signature over Printed Name of Supplier Regional Director						
NOV 2 7 2024			By the Authority of the Regional Director:			
T , 2021					X	
Date			CHARISSA T. GVERTA, CESO V			
OIC – Assistant Regional Director						
Fund Cluster: ORS/BURS No.: 62-040101-2004-1						
Funds Available: # 595, 900.00			Date of the ORS/BURS: 1001. 22, 2029 Amount: # 595,900.00			
				# 59	5,900.00	
MARIA TERESA S. BERDAN Signatura avan Drinted Names of Chief						
Signature over Printed Name of Chief						
Accountant/Head of Accounting Division/Unit						