


PURCHASE ORDER
Office of Civil Defense- Davao City
Entity Name

Supplier : Apo View Hotel			P.O. No. : 2020-02-010		
Address : 150 J Camus Ext., Poblacion District, Davao City			Date : February 8, 2020		
TIN :			Mode of Procurement : Negotiated		
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : Apo View Hotel			Delivery Term : 1 Day		
Date of Delivery : February 8-11, 2020			Payment Term : Cheque on Delivery		
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	Event 1. Provision of Meals & Training Venue for Instructors involved in the 3-Day EOC Training for LDRRMOs in Region XI on February 9-11, 2021	1	24,300.00	24,300.00
		<p>A. Meal Specification:</p> <ul style="list-style-type: none"> • AM Snacks, Lunch, PM Snacks on 9 February 2021 • AM Snacks, Lunch, PM Snacks on 10 February 2021 • AM Snacks, Lunch, PM Snacks on 11 February 2021 • Snacks must be served plated • All meals must come with free beverages • Menu Options: Vegetables, Sea Foods, Fish, Pork, Chicken, Beef and Rice • Free flowing coffee and tea for the entire duration of the training 			
		<p>B. Training Venue Specification:</p> <ul style="list-style-type: none"> • Can accommodate at least 6 persons • With two (2) sets of tables arranged and on (3) seating capacity each • With strong Wi-Fi connection • Have sufficient power outlets & extension wires for laptops • Air-conditioned and adequate lightning with uninterrupted power supply • Adequate number of comfort rooms comfortably located adjacent the training venue • Must come with free Audio system, at least two (2) wireless microphones, one (1) projector with projector screen and podium. 			
		<p>C. Other Conditions:</p> <ul style="list-style-type: none"> • Supplier must be located within Davao City only • Supplier must accept a send bill policy in the Payment of services • Contract must be notarized c/o Supplier 			
1	Lot	Event 2. Provision of Meals & Training Venue for Instructors involved in the 3-Day Basic ICS Training Course for Volunteers & Responders on 22-24 February 2021	1	24,300.00	24,300.00
		<p>A. Meal Specification:</p> <ul style="list-style-type: none"> • AM Snacks, Lunch, PM Snacks on 22 February 2021 • AM Snacks, Lunch, PM Snacks on 23 February 2021 • AM Snacks, Lunch, PM Snacks on 24 February 2021 • Snacks must be served plated • All meals must come with free beverages • Menu Options: Vegetables, Sea Foods, Fish, Pork, Chicken, Beef and Rice • Free flowing coffee and tea for the entire duration of the training 			


COMMISSION ON AUDIT
 Regional Office XI
 Office of the Resident Auditor
 NGS XI, Team R11-10
RECEIVED
 By: _____
 Date & Time: 8 FEB 2021

		<p>B. Training Venue Specification:</p> <ul style="list-style-type: none"> • Can accommodate at least 6 persons • With two (2) sets of tables arranged and on (3) seating capacity each • With strong Wi-Fi connection • Have sufficient power outlets & extension wires for laptops • Air-conditioned and adequate lightning with uninterrupted power supply • Adequate number of comfort rooms comfortably located adjacent the training venue • Must come with free Audio system, at least two (2) wireless microphones, one (1) projector with projector screen and podium. 			
		<p>C. Other Conditions:</p> <ul style="list-style-type: none"> • Supplier must be located within Davao City only • Supplier must accept a send bill policy in the Payment of services • Contract must be notarized c/o Supplier 			
1	Lot	<p>Event 3. Provision of Meals & Training Venue for Instructors involved in the 3-Day Basic ICS Training Course for LDRRMOs of Region XI on 17-19 March 2021</p>	1	24,300.00	24,300.00
		<p>A. Meal Specification:</p> <ul style="list-style-type: none"> • AM Snacks, Lunch, PM Snacks on 17 March 2021 • AM Snacks, Lunch, PM Snacks on 18 March 2021 • AM Snacks, Lunch, PM Snacks on 19 March 2021 • Snacks must be served plated • All meals must come with free beverages • Menu Options: Vegetables, Sea Foods, Fish, Pork, Chicken, Beef and Rice • Free flowing coffee and tea for the entire duration of the training 			
		<p>B. Training Venue Specification:</p> <ul style="list-style-type: none"> • Can accommodate at least 6 persons • With two (2) sets of tables arranged and on (3) seating capacity each • With strong Wi-Fi connection • Have sufficient power outlets & extension wires for laptops • Air-conditioned and adequate lightning with uninterrupted power supply • Adequate number of comfort rooms comfortably located adjacent the training venue • Must come with free Audio system, at least two (2) wireless microphones, one (1) projector with projector screen and podium. 			
		<p>C. Other Conditions:</p> <ul style="list-style-type: none"> • Supplier must be located within Davao City only • Supplier must accept a send bill policy in the Payment of services • Contract must be notarized c/o Supplier 			
1	Lot	<p>Event 4. Provision of Meals & Training Venue for Instructors involved in the 2-Day CBDRM Training Course for LDRRMOs of Region XI on 22-23 March 2021</p>	1	16,200.00	16,200.00
		<p>A. Meal Specification:</p> <ul style="list-style-type: none"> • AM Snacks, Lunch, PM Snacks on 22 March 2021 • AM Snacks, Lunch, PM Snacks on 23 March 2021 • Snacks must be served plated • All meals must come with free beverages • Menu Options: Vegetables, Sea Foods, Fish, Pork, Chicken, Beef and Rice • Free flowing coffee and tea for the entire duration of the training 			
		<p>B. Training Venue Specification:</p> <ul style="list-style-type: none"> • Can accommodate at least 6 persons • With two (2) sets of tables arranged and on (3) seating capacity each • With strong Wi-Fi connection • Have sufficient power outlets & extension wires for laptops • Air-conditioned and adequate lightning with uninterrupted power supply • Adequate number of comfort rooms comfortably located adjacent the training venue • Must come with free Audio system, at least two (2) wireless microphones, one (1) projector with projector screen and podium. 			

		C. Other Conditions: • Supplier must be located within Davao City only • Supplier must accept a send bill policy in the Payment of services • Contract must be notarized c/o Supplier			
(Total Amount in Words)		Eighty Nine Thousand One Hundred Pesos Only			89,100.00
<p>In</p> <p>Conforme:</p> <p>Very truly yours,</p> <p>Signature over Printed Name of Supplier</p> <p>DIR. MANOLITO P. ORENSE Regional Director</p> <p>Date</p>					
Fund Cluster : _____ Funds Available : _____ FRANK N. TRAG Chief, Admin and Finance Section			ORS/BURS No. : _____ Date of the ORS/BURS: _____ Amount : _____		