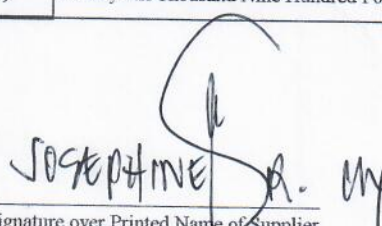





PURCHASE ORDER
Office of Civil Defense- Davao City
Entity Name

Supplier : The Ritz Hotel at Garden Oases		P.O. No. : 2021-02-020			
Address : Porras St, Cor Ignacio Villamor St, Barrio Obrero, Davao City		Date : February 12, 2021			
TIN :		Mode of Procurement : Negotiated			
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : The Ritz Hotel at Garden Oases		Delivery Term : 1 Day			
Date of Delivery : February 12, 2021		Payment Term : Cheque for Delivery/Pick Up			
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	Event 1. Provision of Meals, Snacks and Meeting Venue for the 1-Day Gawad Kalasag Seal Orientation on February 12, 2021	1	26,940.00	26,940.00
		A. Meal Specification: • AM snacks, Lunch, PM snacks for 25 pax on Feb. 12, 2021 • Lunch preferably assisted buffet • 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 activity B. Meeting Venue Specification: • Venue can accommodate at least 60 persons with 6 sets of table on ten (10) seating capacity and additional 1 table for secretariat/supplies • Venue must come with free Audio system, at least two (2) wireless microphones, one (1) projector with projector screen • Have sufficient power outlets & extension wires for projector and laptops 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)		Twenty Six Thousand Nine Hundred Forty Pesos Only			26,940.00
In Conforme:		Very truly yours,  Signature over Printed Name of Supplier Date: 02-12-21			
		 DIR. MANOLITO P. ORENSE Regional Director			
Fund Cluster : _____ Funds Available : _____		ORS/BURS No. : _____ Date of the ORS/BURS: _____ Amount : _____			
 FRANZ N. IRAG Chief, Admin and Finance Section		 COMMISSION ON AUDIT Regional Office XI Office of the Resident Auditor NGS XI, Team R11-10 RECEIVED By: _____ Date & Time: 23 FEB 2021			