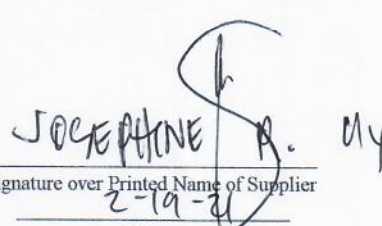



**PURCHASE ORDER**  
Office of Civil Defense- Davao City  
Entity Name

Supplier : The Ritz Hotel at Garden Oases		P.O. No. : 2021-02-023			
Address : Porras St, Cor Ignacio Villamor St, Barrio Obrero, Davao City		Date : February 17, 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 19, 2021		Payment Term : Cheque for Delivery/Pick Up			
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	<b>Event 1. Provision of Meals and Meeting Venue Services for participants, guests involved in the 1st Quarter RDRRMC XI TWG Meeting on February 19, 2021</b>	1	21,000.00	21,000.00
		<p>A. Meal Specification:</p> <ul style="list-style-type: none"> <li>• AM Snacks, Lunch for 25 pax on February 19, 2021</li> <li>• Snacks must be served plated</li> <li>• All meals must come with free beverages</li> <li>• Menu Options: Vegetables, Sea Foods, Fish, Pork, Chicken, Beef and Rice</li> <li>• Free flowing coffee and tea for the entire duration of the meeting</li> </ul> <p>B. Meeting Venue Specification:</p> <ul style="list-style-type: none"> <li>• Can accommodate at least 25 persons</li> <li>• Table setup is conference type (U shape)</li> <li>• Two (2) medium-size tables for secretariat</li> <li>• Must come with free Audio system, at least four (4) wireless microphones, and 4 wired microphones one projector screen and podium</li> <li>• Air-conditioned and adequate lightning with uninterrupted power supply</li> <li>• Adequate number of comfort rooms comfortably located adjacent the meeting venue</li> <li>• Have sufficient power outlets &amp; extension wires</li> </ul> <p>C. Other Conditions:</p> <ul style="list-style-type: none"> <li>• Supplier must be located within Davao City only</li> <li>• Supplier must accept a send bill policy in the Payment of services</li> <li>• Contract must be notarized c/o Supplier</li> </ul>			
<b>(Total Amount in Words)</b>		Twenty One Thousand Pesos Only			21,000.00

In


Conforme:

  
 Signature over Printed Name of Supplier  
 Date

Very truly yours,  
  
**DIR. MANOLITO P. ORENSE**  
 Regional Director

Fund Cluster : \_\_\_\_\_

Funds Available : \_\_\_\_\_

  
**FRANZ N. IRAG**  
 Chief, Admin and Finance Section

ORS/BURS No. : \_\_\_\_\_  
 Date of the ORS/BIURS: \_\_\_\_\_


**COMMISSION ON AUDIT**  
 Regional Office XI  
 Office of the Resident Auditor  
 NG5 XI, Team R11-10

**RECEIVED**

By: \_\_\_\_\_

Date & Time: 26 FEB 2021