


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

Supplier : The Ritz Hotel at Garden Oases		P.O. No. : 2021-03-077			
Address : Porras St, Cor Ignacio Villamor St, Barrio Obrero, Davao City		Date : March 25, 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 : March 26, 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 Full Council Meeting on March 26, 2021</b>	1	26,940.00	26,940.00
		A. Meal Specification: • AM Snacks, Lunch, PM Snacks for 25 pax on March 26, 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 meeting B. Meeting Venue Specification: • Can accommodate at least 25 persons • Table setup is conference type (U shape) • Two (2) medium-size tables for secretariat • Must come with free Audio system, at least four (4) wireless microphones, and 4 wired microphones one projector screen and podium • Air-conditioned and adequate lightning with uninterrupted power supply • Adequate number of comfort rooms comfortably located adjacent the meeting venue • Have sufficient power outlets & extension wires 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			
<b>(Total Amount in Words)</b>		Twenty Six Thousand Nine Hundred Forty Pesos Only			26,940.00
In Conforme:					
Signature over Printed Name of Supplier <u>KELA YMA J. DRNO</u> Date <u>MARCH 25, 2021</u>			Very truly yours,  <b>DIR. MANOLITO P. ORENSE</b> Regional Director		
Fund Cluster : _____ Funds Available : _____ <b>FRANZ N. DRAG</b> Chief, Admin and Finance Section		ORS/BURS No. : _____ Date of the ORS/BURS: _____ Amount : _____			

