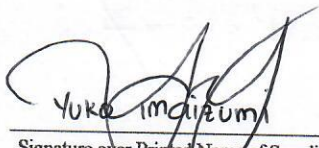




PURCHASE ORDER
Office of Civil Defense- Davao City
Entity Name

Supplier : Park Inn by Radisson Davao		P.O. No. : 2021-06-139			
Address : Pan-Philippine Hwy, Agdao, Davao City		Date : June 7, 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 : Park Inn by Radisson Davao		Delivery Term : 2 Days			
Date of Delivery : June 10-11, 2021		Payment Term : Cheque for Delivery/Pick Up			
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	Event 1. Provision of Meals & Meeting Venue Services for participants involved in the Updating and Formulation of RDRRMOC Standard Operating Procedures Workshop on 10-11 June 2021 A. Meal Specification: • AM, PM Snacks and Lunch for 10 pax on June 10-11, 2021 • Snacks must be served plated • All meals must come with free beverages and free-flowing coffee • Menu Options: Vegetable, Seafoods, Fish, Chicken, Beef and Rice (No Pork) B. Venue Specification: • Can accommodate at least 10 pax • Must come with free strong Wifi connection and sound-proof function room • Air-conditioned, well ventilated and clean function room • Adequate number of comfort rooms comfortably located adjacent to the meeting venue • Have sufficient power outlets and can provide at least 2 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	1	14,000.00	14,000.00
(Total Amount in Words)		Fourteen Thousand Pesos Only			14,000.00
In Conforme:  Signature over Printed Name of Supplier JUNE 10, 2021 Date					
Very truly yours,  DIR. MANOLITO P. ORENSE Regional Director					
Fund Cluster : _____ Funds Available : _____  FRANZ R. RAG Chief, Admin and Finance Section			ORS/BURS No. : _____ Date of the ORS/BURS: _____ Amount : _____		