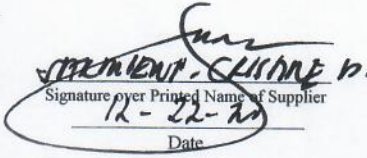




**PURCHASE ORDER**  
**Office of Civil Defense- Davao City**  
**Entity Name**

Supplier : Eden Nature Park & Resort			P.O. No. : 2020-12-180		
Address : Brgy. Eden, Toril, Davao City			Date : December 21, 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 : Eden Nature Park & Resort			Delivery Term : 1 Day		
Date of Delivery : December 22-23, 2020			Payment Term : Cheque on Delivery		
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	Event 1. Provision of Meals, Activity Venue, Accommodation, Services for OCD XI Personnel Instructors involved in the Team Building cum Stress Debriefing and Year-End Assessment on December 22-23, 2020	1	139,640.00	139,640.00
		Specific Requirements: A. Accommodation Specifications: • Rooms for 23 Persons (Participants) • Check in Date: 22 December 2020 • Check out Date: 23 December 2020 • Room Type: 23 Single Rooms			
		B. Room Specifications: • Rooms rates inclusive of breakfast • All rooms must be air conditioned • Furnished with TV, closet, clean toilet & beddings, towels, toiletries (tissue, shampoo, bathroom, conditioner and soap)			
		C. Meals Specifications: • Breakfast, AM Snacks, Lunch, PM Snacks & Dinner for 24 persons on December 22, 2020 • Breakfast, AM Snacks, Lunch, PM Snacks for 23 persons on December 23, 2020 • All lunch and dinner preferably assisted buffet • Snacks must be served plated • All meals must come with free beverages • Menu Option: Vegetables, Non-Pork, Sea Foods, Pork, Chicken, Beef and Rice • Free flowing coffee and tea for the entire duration of the activity			
		D. Activity Venue Specifications: • Can accommodate at least 24 persons • With four (4) set of tables arranged and on six (6) seating capacity each • Two (2) medium-size tables for secretariat and instructors • Must come with free audio system, at least three (3) wireless microphones, one (1) projector with projector screen and podium • Must come with two (2) medium sized whiteboards • Air-conditioned and adequate lightning with uninterrupted power supply • Adequate number of comfort rooms located adjacent the venue • Have sufficient power outlets & extension wires for laptops			
		E. Recreational Outdoor Activities (23 persons) • Nature Bathing			
		F. Christmas Token (24 persons) • Spaghetti • Fruit Salad			

	<ul style="list-style-type: none"> <li>• Ham</li> <li>• Wine</li> <li>• Fresh Fruits</li> </ul>			
	G. Other Conditions:			
	<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>			
(Total Amount in Words)	One Hundred Thirty Nine Thousand Six Hundred Forty Pesos Only			139,640.00
<p>In</p> <p>Conforme:</p> <p style="text-align: center;">   Signature over Printed Name of Supplier  12-22-20  Date </p> <p style="text-align: right;"> Very truly yours,    DIR. MANONITO P. ORENSE  Regional Director </p>				
Fund Cluster : _____ Funds Available : _____  ELISA V. TABINO Special Disbursing Officer		ORS/BURS No. : _____ Date of the ORS/BURS: _____ Amount : _____		

