

PURCHASE ORDER
Office of Civil Defense- Davao City
Entity Name

Supplier : Surf's Up Resort	P.O. No. : 2021-08-206
Address : Purok Bangonay 2 - B Barangay, Mati, Davao Oriental	Date : August 16, 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 : Surf's Up Resort, Davao Oriental	Delivery Term : 2 Days
Date of Delivery : August 19-20, 2021	Payment Term : Cheque for Delivery/Pick Up

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	<p>Event 1. Provision of Venue, Accommodation & Meals for Gender Sensitivity Training cum OCD 67th Anniversary on August 19-20, 2021</p> <p>A. Meal Specification: • AM Snacks, Lunch, PM Snacks, and Dinner on 19 August 2021 • Breakfast, AM Snacks, Lunch, & PM Snacks on 20 August 2021 • Meals must be served in buffet • All meals must come with free beverages • Menu Options: Vegetables, Sea Foods, Fish, Chicken, Beef and Rice (strictly no pork) • Free flowing coffee and tea for the entire duration of the activity</p> <p>B. Accommodation Specification: • 2 single-bed air-conditioned bedroom • Triple/Quadruple air-conditioned bedroom for the remaining 25 pax • Preferably with own CR per room, with adequate lighting, power supply, and provision of clean bedroom materials</p> <p>C. Activity Venue Specification: • Can accommodate 27 persons (with observance of the minimum health standard) • With tables and chair set-up that can accommodate 27 persons (with observance of the minimum health standard) • With internet connection • Have sufficient power outlets & extension wires for laptops • Air-conditioned and adequate lightning with uninterrupted power supply • Must come with free Audio system, at least two (2) wireless microphones</p> <p>D. Other Conditions: • Supplier must be located within the Davao Region • Supplier must accept a send bill policy in the Payment of services • Contract must be notarized w/o Supplier</p>	1	65,000.00	65,000.00

(Total Amount in Words)	Sixty Five Thousand Pesos Only	65,000.00
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In

Conforme: 
IRELAN B. ADAPO
 Signature over Printed Name of Supplier
 28-16-21
 Date

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

Fund Cluster : _____	ORS/BURS No. : _____
Funds Available : _____	Date of the ORS/BURS: _____
 FRANZ N. IRIG Chief, Admin and Finance Section	Amount : _____

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

RECEIVED

By: _____
 Date & Time: **18 AUG 2021**