

PURCHASE ORDER
Office of Civil Defense- Davao City
Entity Name

| | |
|--|----------------------------------|
| Supplier : Malagos Garden Resort Inc. | P.O. No. : 2021-10-295 |
| Address : Malagos, Baguio District, Davao City | Date : October 28, 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 : Malagos Garden Resort Inc. | Delivery Term : 2 Day |
| Date of Delivery : October 29-30, 2021 | Payment Term : Cheque for Delivery/Pick Up |

| Stock/ Property No. | Unit | Description | Quantity | Unit Cost | Amount |
|--------------------------------|------|---|----------|-----------|-----------|
| 1 | lot | <p>Event 1. Provision of meals and meeting venue and accommodation for the participants for the Pre-finalization of the updated RDRRMP on October 29, 2021</p> <p>A. Meal Specification:</p> <ul style="list-style-type: none"> • AM Snacks, Lunch, PM Snacks and Dinner for 11 pax on October 29, 2021 • Breakfast for 11 pax on October 30, 2021 • Snacks must be served plated • All meals must come with free beverages • Free flowing coffee and tea for the entire duration of the meeting • Menu Options: Vegetables, Sea Foods , Fish, Chicken, Beef and Rice <p>B. Accommodation Specification:</p> <ul style="list-style-type: none"> • Five (5) twin sharing rooms and one (1) single bed (big) room on October 29, 2021 <p>C. Venue Specification:</p> <ul style="list-style-type: none"> • Can accommodate at least 20 persons • Table setup is conference type, Two (2) medium-size tables for secretariat • Must come with free Audio system, at least wireless (2) wireless microphones, and 4 wired microphone 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 <p>D. Other Conditions:</p> <ul style="list-style-type: none"> • The supplier must be located within Davao City • The supplier must accept a send bill policy in the Payment of services • The supplier must deliver purchase items at OCD XI Regional Office | 1 | 26,950.00 | 26,950.00 |
| (Total Amount in Words) | | Twenty Six Thousand Nine Hundred Fifty Pesos Only | | | 26,950.00 |

In
Conforme:

Very truly yours,



ARINAWAN L. ORTIVADO
 Signature over Printed Name of Supplier
10-28-21
 Date


DIR. MANOLITO P. ORENSE
 Regional Director

Fund Cluster : _____
 Funds Available : _____


FRANZ N. ARAG
 Chief, Admin and Finance Section

ORS/BURS No. : _____
 Date of the ORS/BURS: _____
 Amount: _____


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

RECEIVED

By: _____
 Date & Time: 28 OCT 2021