

RUSH

PURCHASE ORDER

DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT
IBP Road, Constitution Hills, Quezon City

275

Supplier :	LANCASTER HOTELS, LAND & PROPERTIES, INC.	PO No. :	2018-03-0174
Address :	#622 Shaw Boulevard, Mandaluyong City	Date :	March 19, 2018
Tel. No. :	532-1818/ 0915-4786510	Mode of Procurement :	Negotiated Procurement - Lease of Venue
Philgeps #	2010-60402		
TIN :	006-530-345-000		

Gentlemen: *JIM*
Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery:	LANCASTER HOTEL	Payment Term:	Advise to Debit Account (ADA)
Date of Delivery:		Payment Term:	Fifteen (15) to Thirty (30) days upon receipt of billing statement & complete supporting documents for every conduct of each batch

Stock / Property No.	Unit	Description	Quantity	Unit Amount	Amount
	pax	<p>Title of the Activity: FORUM ON MENTAL HEALTH FOR WOMEN</p> <p>Date of the Activity: March 21 to 23, 2018</p> <p>Room Accommodation: Triple/double sharing, individual beds</p> <p>Guaranteed Pax: 37 pax</p> <p>Check-In Date and Time: March 21, 2018; 2:00 pm</p> <p>Check-Out Date and Time: March 23, 2018; 12:00 noon</p> <p>Menu Selection: Hotel to submit menu</p> <p>Type of Serving: Guided buffet for breakfast, lunch and dinner;</p> <p>Minimum of three (3) viands with soup, dessert and drinks</p> <p>Schedule of Serving:</p> <p>Day 1 - Lunch, PM Snack, Dinner</p> <p>Day 2 - Breakfast, AM Snacks, Lunch, PM Snacks & Dinner</p> <p>Day 3 - Breakfast, AM Snacks</p> <p>Inclusions:</p> <ul style="list-style-type: none"> - Free use of adequate function room for 40 pax; - With free wi-fi connection (in rooms and function room) - Free writing pads and pencils; - Complete bathroom toiletries (towel, soap, shampoo, toothbrush, toothpaste and tissue); - Whiteboard with eraser; - Accessible electrical outlets (no extra charges) - Free use of three (3) pcs. Microphone with stand, projector & wide screen; - Free flowing coffee, tea, water, nuts and candies during session; - Welcome streamer. <p>Note: Hotels/restaurants/resorts should not be offering short term lodging associated with motels and should not be situated beside or across gambling establishment shops, night club, funeral parlor, mortuaries and other similar ilks that may touch on cultural sensitivities.</p>	40	1,700.00	136,000.00

AQO No. 18-0164
PR#2018020487
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(Total Amount in Words) ONE HUNDRED THIRTY-SIX THOUSAND PESOS ONLY P 136,000.00

In case of failure to make full delivery within the time specified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.

Billing Statement must be submitted within five (5) working days after the conduct of event.

Conforme: *[Signature]* Very truly yours, *[Signature]*
ROSALIE D. DAGULO
 Signature over Printed Name of Authorized Official
 OIC-Director, Community Programs and Services Bureau

Fund Cluster: *[Handwritten]*
 Funds Available: *[Handwritten]*
 ORS/BURS No.: *[Handwritten]*
 Date of the ORS/BURS: *[Handwritten]*
 Amount: *[Handwritten]*

JUBIE LEAH MAE S. COLES
 Signature over Printed Name of Chief Accountant/
 Head of Accounting Division/Unit