

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

#388

Supplier :	LINDEN SUITES, INC.	PO No. :	2018-04-0352
Address :	Ortigas Center	Date :	May 3, 2018
Tel. No. :	632-7878; 631-6547; 0906-3177483	Mode of Procurement :	Negotiated Procurement - Lease of Venue
Philgeps #	139412		
TIN :	005-035-641-000		

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

Place of Delivery: LINDEN SUITES

Date of Delivery: \_\_\_\_\_

Payment Term: Advise to Debit Account (ADA)

Payment Term: Fifteen (15) to Thirty (30) days upon completion of supporting documents (per batch)

Stock / Property No.	Unit	Description	Quantity	Unit Amount	Amount
	pax	<p>Title of the Activity: PROGRAM IMPLEMENTATION REVIEW (PIR) ON RETAINED AND DEVOLVED COMMUNITY-BASED PROGRAMS FOR CHILDREN AND YOUTH</p> <p>Date of the Activity: May 8-11, 2018</p> <p>Room Accommodation: Triple sharing</p> <p>Check-In Date and Time: May 8, 2018; 2:00 pm</p> <p>Check-Out Date and Time: May 11, 2018; 12:00 noon</p> <p>Menu Selection: Service Provider must provide copy of set menu</p> <p>Type of Serving: Guided buffet for breakfast, lunch and dinner; Plated for AM and PM Snacks</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 &amp; Dinner</p> <p>Day 3 - Breakfast, AM Snacks</p> <p>Inclusions:</p> <ul style="list-style-type: none"> <li>- Free use of adequate function room for 60 pax;</li> <li>- With free wi-fi connection (in rooms and function room)</li> <li>- Free writing pads and pencils;</li> <li>- Complete bathroom toiletries (towel, soap, shampoo, toothbrush, toothpaste and tissue);</li> <li>- Whiteboard with eraser;</li> <li>- Accessible electrical outlets (no extra charges)</li> <li>- Free use of three (3) pcs. Microphone with stand, projector &amp; wide screen;</li> <li>- Free flowing coffee, tea, water, nuts and candies during session;</li> <li>- Welcome streamer.</li> </ul> <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>	60	1,750.00	315,000.00

AOQ No. 18-0449  
 PR#2018041021  
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(Total Amount in Words) **THREE HUNDRED FIFTEEN THOUSAND PESOS ONLY** P 315,000.00

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]*

*[Signature]* Signature over printed name of Supplier

*[Signature]* ROSALIE D. DAGULO  
 Signature over Printed Name of Authorized Official  
 OIC-Director, Community Programs and Services Bureau  
 Designation

Fund Cluster: 0220100/1-1

Funds Available: P315,000.00

*[Signature]*  
**JURIE LEAH MAE S. COLES**  
 Signature over Printed Name of Chief Accountant/  
 Head of Accounting Division/Unit

ORS/BURS No.: 02-10/101-2018 LAG - 00067

Date of the ORS/BURS: \_\_\_\_\_

Amount: P315,000.00