

RUSH

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

Supplier :	THE LINDEN SUITES	PO No. :	2018-06-0511
Address :	San Miguel Ave., Ortigas Center, San Antonio, Pasig City	Date :	June 26, 2018
Tel. No. :	638-7878 local 8304 CP #0906-3177483 (Patrick Guzman)	Mode of Procurement :	NP-Lease of Venue
Company TIN :	005-035-641-000		
PhilGEPS Reg. No.	139412		

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

Place of Delivery/ Service:	Metro Manila, The Linden Suites	Delivery Term:	
Date of Delivery/ Service:	July 4 to 8, 2018 ✓	Payment Term:	within Fifteen to Thirty (15-30) days upon completion of supporting documents

Stock / Property No.	Unit	Description	Quantity	Unit Amount	Amount
	lot	Board and Lodging for the conduct of "Consultation Writeshop on the SLP Monitoring and Evaluation (M&E) and Financial Management Manuals" Venue/Location: Metro Manila Date of Activity: July 4 to 8, 2018 ✓ Total Number of Pax: 142 pax ✓ Minimum Guaranteed Number of Pax: 100 pax Room Sharing/Accommodation: Triple sharing ✓ July 4 to 8, 2018 - 40 Triple sharing for 120 pax and 1 Quadruple for 4 pax ✓ July 6, 2018 - 6 Triple sharing for 18 pax ✓ <u>Check-In and Check-Out Schedules:</u> Check-In Date and Time: July 4, 2018 at 2:00 PM Check-In Date and Time: July 6, 2018 at 2:00 PM Check-Out Date and Time: July 7, 2018 at 12:00 PM Check-Out Date and Time: July 8, 2018 at 12:00 PM <u>Meals to be served:</u> Breakfast, AM Snack, Lunch, PM Snack, and Dinner with Hot and Cold beverage <u>Type of Serving:</u> Guided Buffet for Breakfast, Lunch and Dinner not less than three (3) kinds viands inclusive of Chicken, Beef, Fish and Vegetables dish Fruit/Dessert and Cold beverage Plated for AM Snack and PM Snack Note: Include special meals for Muslim participants	1		
	pax		124	1,750.00	868,000.00
	pax		18	1,750.00	31,500.00
	pax		18		
	pax		124		

(Total Amount in Words) **Eight Hundred Ninety-Nine Thousand Five Hundred Pesos.** P **899,500.00**

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.

The supplier/service provider is required to submit the billing statement within five (5) working days after the conduct of the activity.

Conforme: Patrick Guzman Very truly yours, MARIFE C. LEON
 Signature over printed name of Supplier Page 1 of 2 pages Signature over Printed Name of Authorized Official
 Date 7/2/2018 Designation Officer-In-Charge, SLP-NPMO

Fund Cluster: 210100-1-2
 Funds Available: 899,500-
 ORS/BURS No.: 02-101101-2010-06-07240
 Date of the ORS/BURS: 6-28-18
 Amount: 899,500-
 JUBIE LEAH MAE. S. COLES
 Signature over Printed Name of Chief Accountant/
 Head of Accounting Division/Unit

Supplier: THE LINDEN SUITES
 Address: San Miguel Ave., Ortigas Center, San Antonio, Pasig City
 Tel. No.: 638-7878 local 8304
 Company TIN: 005-035-641-000

Fund Cluster:
Funds Available:

Signature

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

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Address :	San Miguel Ave., Ortigas Center, San Antonio, Pasig City	Date :	June 26, 2018
Tel. No. :	638-7878 local 8304 CP #0906-3177483 (Patrick Guzman)	Mode of Procurement :	NP-Lease of Venue
Company TIN :	005-035-641-000		
PhilGEPS Reg. No. :	139412		

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Date of Delivery/ Service:	July 4 to 8, 2018	Payment Term:	within Fifteen to Thirty (15-30) days upon completion of supporting documents

Stock / Property No.	Unit	Description	Quantity	Unit Amount	Amount
	pax	Schedule of Food Servings: July 4, 2018 (Wednesday) - Check-in 2:00PM PM Snack and Dinner with cold beverage	124		
	pax	July 5, 2018 (Thursday) Full Meals Breakfast, AM Snack, Lunch, PM Snack & Dinner w/ cold beverage	124		
	pax	July 6, 2018 (Friday) - 18 pax will Check-in at 2:00PM Breakfast, AM Snack and Lunch with cold beverage	124		
	pax	PM Snack and Dinner with cold beverage	142		
	pax	July 7, 2018 (Saturday) -18 pax will Check-out at 12:00PM Breakfast, AM Snack and Lunch with cold beverage	142		
	pax	PM Snack and Dinner with cold beverage	124		
	pax	July 8, 2018 (Sunday) - Check-out at 12:00PM Breakfast, AM Snack and Lunch with cold beverage	124		
		Inclusions: <ul style="list-style-type: none"> Free flowing brewed coffee, tea, drinking water & assorted candies/nuts with at least four (4) standby waiters/ waitress Whiteboard with whiteboard marker and erasers Free use of Strong WiFi that can accommodate 142 apx during the event Free one (1) unit of LCD projector and one (1) wide screen with splitter and sound system with at least four (4) microphone Free electricity and extension wire for all laptop of the 142 participants Free use of at least three (3) function rooms for break out room until 10:00PM (for night session if necessary) 			
		References: AOQ No. 18-0523 NP-LV; PR No. 2018051272; Memo of SLP Re: Postponement to July 4-8, 2018			

(Total Amount in Words)

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Conforme:

Very truly yours,

Patrick Guzman
Patrick Guzman
Signature over printed name of Supplier
7/2/2018
Date

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Marife C. Leon
MARIFE C. LEON
Signature over Printed Name of Authorized Official
Officer-In-charge, SLP-NPMO
Designation

Fund Cluster: 310100-1-2
Funds Available: 899.00-

ORS/BURS No.: 02-101101-710 LOG-07240
Date of the ORS/BURS: 6-28-18
Amount: 899.300-

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