

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

Supplier :	GRACELAND ESTATES & COUNTRY CLUB, INC.	PO No. :	2018-09-0993
Address :	Brgy. Camaysa, Tayabas City	Date :	September 4, 2018
Tel. No. :	0939.163.7206/ 0917 1656451/ camkam1983@gmail.com	Mode of Procurement :	Negotiated Procurement - Lease of Venue
Philgeps #	2014-131001		
TIN :	005-345-324-000		

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

Place of Delivery:	Graceland Estates & Country Club, Inc.	Payment Term:	Advise to Debit Account (ADA)
Date of Delivery:		Payment Term:	Fifteen (15) to Thirty (30) days upon completion of supporting documents

Stock / Property No	Unit	Description	Quantity	Unit Amount	Amount
	pax	<b>Board and Lodging: OUSDRMG Team Building Activity</b> Venue/Location: Region IV-A Date of the Activity: September 18-21, 2018 Room Accommodation: one (1) Quadruple, three (3) triple sharing, one (1) double sharing Note: separate bed per pax Check-In Date and Time: September 18, 2018; 2:00 pm Check-Out Date and Time: September 21, 2018; 12:00 noon Type of Serving: Guided buffet for breakfast, lunch & dinner; Plated for AM/PM Snacks Rice with 2-viands (fish/chicken/pork/beef) and soup, vegetables, fresh fruit/dessert, drinks Schedule of Serving: Day 1 - Lunch, PM Snack, Dinner Day 2-3 - Breakfast, AM Snacks, Lunch, PM Snacks & Dinner Last Day - Breakfast, AM Snacks Inclusions: * Free use of fully airconditioned function room that can accommodate the total number of participants with enough space for workshop; * Should have no pillars that can block the view of the pax and speakers; * Can provide break-away room (if applicable); * Free and strong WIFI connections in rooms and in function room; * Sound proof and well-ventilated rooms and function rooms; * Free use of sound system, at least three (3) microphones with audio jack (with standby audio technician); * Free use of electricity and extension wires. * Free use of LCD projector and screen, whiteboard, markers, erasers, writing pad and pencils * Free tarpaulin/ backdrop; * Free flowing coffee/ tea/ water with hot and cold dispenser;	15	1,700.00	76,500.00

(Total Amount in Words) Page 1 of 2 P 0.00

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: Carlo A. Magno  
 Signature over printed name of Supplier  
 Date: 9/17/18

Very truly yours, HOPE V. HERVILLA  
 Signature over Printed Name of Authorized Official  
 Undersecretary, OUSDRMG  
 Designation

Fund Cluster: \_\_\_\_\_  
 Funds Available: \_\_\_\_\_

JUBIE L. S. COLES  
 Signature over Printed Name of Chief Accountant

ORS/BURS No: \_\_\_\_\_  
 Date of the ORS/BURS: \_\_\_\_\_  
 Amount: \_\_\_\_\_

**PURCHASE ORDER**  
DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT

IBP Road, Constitution Hills, Quezon City

REQUEST FOR QUOTATION  
DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT  
Office Payee - GRACELAND

Supplier :	GRACELAND ESTATES & COUNTRY CLUB, INC.	PO No. :	2018-09-0993
Address :	Brgy. Camaysa, Tayabas City	Date :	September 4, 2018
Tel. No. :	0939.163.7206/ 0917 1656451/ camkam1983@gmail.com	Mode of Procurement :	Negotiated Procurement - Lease of Venue
Philgeps #	2014-131001		
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Gentlemen:

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Place of Delivery:	Graceland Estates & Country Club, Inc.	Payment Term:	Advise to Debit Account (ADA)
Date of Delivery:		Payment Term:	Fifteen (15) to Thirty (30) days upon completion of supporting documents (per batch)

Stock / Property No	Unit	Description	Quantity	Unit Amount	Amount
		* Free candies/ nuts during the session; * With standby waiter and sound technician to attend to audio-visual equipment & food concerns. * Hotels should not transfer the pax to another hotel. Facility: Available area for team building games/ courses and other outdoor activities. Note: The Hotel 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 establishments.  xxxxxxnothing followsxxxxx  AOQ NO. 18-1137 NP-LV PR.No. 2018062213			76,500.00

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(Total Amount in Words)	<b>SEVENTY-SIX THOUSAND FIVE HUNDRED PESOS ONLY</b>	P	76,500.00
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Billing Statement must be submitted within five (5) working days after the conduct of event.

Conforme:

*Carlo A. Magno*  
Carlo A. Magno  
 Signature over printed name of Supplier  
9/17/18  
 Date

Very truly yours, *Hope V. Hervilla*  
**HOPE V. HERVILLA**  
 Undersecretary  
 Signature over Printed Name of Authorized Official  
 Undersecretary, OUSDRMG  
 Designation

Fund Cluster: 18-1137 NP-LV  
 Funds Available: 76,500.00

ORS/BURS No: 02-10181 2018-09-0993  
 Date of the ORS/BURS: 9-18-18  
 Amount: 76,500.00

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