

Department of Social Welfare and Development Field Office 02
#3 Dalan Na Pagayaya, Regional Government Center
Carig Sur, Tuguegarao City, Cagayan
Telephone No. (078) 304-1004

| | |
|----------------------------------|---|
| Supplier : CROWN PAVILION | P.O. No. : 2023-03-0183 |
| Address : Tuguegarao City | Date : 3/21/23 |
| IN : | Mode of Procurement : Lease of Venue |
| Gentlemen: | |

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

| Place of Delivery : Tuguegarao City | | Delivery Term: One time delivery | | | |
|---|------|---|--------------|-----------|------------|
| Date of Delivery : March 22 & 24, 2023 | | Payment Term: 30 days | | | |
| Stock/ Property No. | Unit | Description | Quantity | Unit Cost | Amount |
| | | A. USE OF CONFERENCE HALL/FACILITIES | | | |
| | | VENUE: Tuguegarao City | | | - |
| | | Date: March 22 & 24, 2023 | | | - |
| | | B. HALL FEATURES/ ACCESSORIES REQUIRED | | | - |
| | | Conference Hall that can Accommodate the desired number of participants, with walls for posting of workshop outputs in newsprints size 2 x 4m, backdrop and welcome streamer, airconditioned, with adequate lighting, with sound system and operational cassette or CD player, with at least two functioning microphones, overhead projector and screen, white board eraser, lectern and flag | | | |
| | | C. Food Based on the End user's Menu (Please see Attached menu) (Buffet) | | | - |
| | Pax | March 22, 2023- AM Snacks & Lunch | 300 | 400.00 | 120,000.00 |
| | Pax | March 24, 2023- PM Snacks & Dinner | 800 | 400.00 | 320,000.00 |
| | | | | | - |
| | | | | | - |
| | | | | | - |
| | | | | | - |
| | | D. Other Requirements by the End-user | | | |
| | | Free overflowing coffee/ Hot Choco, availability of strong wifi connection with spare portable wifi in case of emergency and LCD projector | | | |
| PURPOSE: | | | | | |
| For the conduct of 72nd DSWD FO2 Founding Anniversary | | | | | |
| Requesting Unit: HRMDD | | | | | |
| PR No.: 2023-03-0372 | | | | | |
| RFQ No.: 23-03-0177 | | | | | |
| Abstract No.: 23-03-0202 | | | | | |
| | | | TOTAL | | 440,000.00 |

Total Amount in Words) Four Hundred Forty Thousand Pesos Only


In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.


Conforme:

Very truly yours,

Signature over Printed Name of Supplier

DATE


LUCIA SUYU-ALAN, RSW
Regional Director

| | |
|--|---|
| Cluster : _____ Available : _____  IBN BEN R. DEZA Accountant II | ORS/BURS No. : <u>Whitwood</u> Date of the ORS/BURS: <u>3/24</u> Amount : <u>₱440,000.00</u> |
|--|---|

PLEASE