

**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 : **MARCO PAULO HOTEL** P.O. No. : **2023-05-0416**  
 Address : **Cauayan City, Isabela** Date : **5/8/23**  
 TIN : \_\_\_\_\_ 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 :		Cauayan City, Isabela	Delivery Term: One time delivery		
Date of Delivery :		May 11-12, 2023	Payment Term: 30 days		
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		A. USE OF CONFERENCE HALL/FACILITIES			
		VENUE: Gamu, Isabela			
		Date: May 11-12, 2023			
		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			
		B. Food Based on the End user's Menu (Please see Attached menu) (Packed)			
	Pax	May 11, 2023- AM Snacks, Lunch & PM Snacks	86		96,00
	Pax	May 11, 2023- Dinner	6		
	Pax	May 12, 2023- AM Snacks, Lunch & PM Snacks	86		
	Pax	May 12, 2023- Breakfast	6		
		C.Accommodation			
	Pax	Check in Date: May 11,2023	6		
		Cherck out Date: May 12, 2023			
		Maximum of 1 person per room, air conditioned, with adequate lighting with toilet and bath, with running water, preferably with T.V. set; including provision of beddings and toiletries (Towels, Soaps, Shampoo and Toothpaste)			
		D. Other Requirements by the End-user			
		free flowing coffee OP/PWD Friendly; Milo/ Energen for 5-10 pax			
PURPOSE:					
For the conduct of 4th RCT meeting cum GAD Training					
Requesting Unit: EPAHP					
PR No.: 2023-04-0650					
RFQ No.: 23-04-0394					
Abstract No.: 23-05-0369					
TOTAL					96,0

(Total Amount in Words) **Ninety-Six 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 delay shall be imposed on the undelivered item/s.

Conforme:

Very truly yours,

Signature over Printed Name of Supplier

**LUCIA SUYU-ALAN, RSW**  
Regional Director

DATE

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

**IBN BEN R. DEZA**

ORS/BURS No. : **2023-05-001176**  
 Date of the ORS/BURS: **5/10**  
 Amount : **\$96,000**