



# PURCHASE ORDER

Supplier:	<b>ION HOTEL</b>	P.O No.:	<i>2024-05-SP-160</i>
Address:	<b>Baguio City</b>	Date:	<i>JUN 13 2024</i>
Tin:		Mode of Procurement:	NP-LEASE OF VENUE
Gentlemen:		PR No.:	2024-05-1000

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

Place of Delivery:	<i>ION HOTEL</i>	Delivery Term:	<b>FOB DESTINATION</b>
Date of Delivery:	<b>June 19, 2024</b>	Payment Term:	<i>30 days upon complete delivery</i>

Item no.	Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount	End-user
1		lot	I. Availability (35%) * June 19, 2024 (35%) II. Location Site Condition (15%) Accessibility: Within Baguio City (10%) Parking Spaces: Free parking space reserved or near venue (5%) III. Neighborhood Data (0%) IV. Venue (50%) a. Functionality b.1. Available one (1) air-conditioned function/meeting room, (10%) - scheduled activity from 8:00 AM - 5:00 PM on June 19, 2024 - Banquet-like setup for 100 pax with near power source for the Secretariat b.2. Accommodate/Rooms: (10%) - check in/check out: 2pm of June 18,2024 to 12:00pm of June 19, 2024 -subject to availability of duo sharing rooms for 1 night (for 20 pax) b.3. Lighting and ventilation and airconditioning: (4%) Lighting: With neutral lighting/fluorescent lights. Ventilation and airconditioning: With mechanical ventilation such as fans and airconditioners either installed directly on walls, or installed in air ducts for supplying air into or exhausting air from a room. c.6. Internet and telecommunications: (3%) - Free use of WIFI within the vicinity of the venue. c.7. Audio visual equipment amenities include: (8%) i. At least 1 wireless microphone ii. Projector and screen projectors iv. extension chord d. Other requirements d.1. Maintenance: (2%) - Provision of janitorial and maintenance services such as garbage collection and technical services d.3. Security: (1%) - Adequate security services: 24/7 e. Catering Services Family-style set-up (10%) *Rice, meat, vegetables and soup, dessert, overflowing coffee and water June 19: Full Board (Breakfast, Lunch, Dinner, AMPM snacks, beverages) **Please see attached menu	1	151,750.00	151,750.00	DevCom-DOST PCAAFRD
<b>TOTAL</b>						<b>151,750.00</b>	

\*\*Nothing follows\*\*

**Total Amount in Words:** One hundred fifty one thousand seven hundred fifty pesos only

In case of failure to make the full delivery within 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:

**DARIA MAE VILLARTA**  
 Signature over Printed Name of Supplier  
*6-13-24*  
 Date

**FELIPE SALANG COMILLA**  
 University of the President

Fund Cluster:	ORS/BURS No.:	<i>2024-05-ABS</i>
Funds Available:	Date of the ORS/BURS:	<i>JUN 13 2024</i>
<b>IMELDA B. GALINATO</b> Accouplant	Amount:	<i>151,750.00</i>