



Republic of the Philippines  
**BENGUET STATE UNIVERSITY**  
 La Trinidad, Benguet

# PURCHASE ORDER

Supplier:	VILLAS BUENAVISTA HOTEL and RESTAURANT	P.O No.:	2024-02-SP-20
Address:	SAN JUAN, LA UNION	Date:	FEB 12 2024
Tin:		Mode of Procurement:	NP-SVP LRPV
		PR No.:	2024-01-102

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


Place of Delivery:	Delivery Term:
	FOB Destination

Date of Delivery:	Payment Term:
Feb. 15-16, 2024	within 30 calendar days upon complete delivery

Item no.	Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount	End-user
1		LOT	<p><b>PLANNING WORKSHOP ON MULTIMEDIA OUTPUTS FOR PRODUCTION IN LA UNION</b></p> <p>I. Availability (35%) February 15-16, 2024 (35%)            II. Location Site Condition (15%)            Accessibility: Within La Union (10%)            Parking Spaces: Free parking space reserved or near venue (5%)            IV. Venue (50%)            b. Functionality            b.1. Available one (1) air-conditioned function/meeting room: (10%)            - scheduled from 9:00 AM - 2:00 PM on February 15, 2024            - Banquet-like set-up for 10 pax with near power source for the Secretariat            b.2. Accommodation/Rooms: (10%)            - subject to availability of Twin sharing rooms for 2 days and 1 night            - inclusive of breakfast            b.3. Lighting and ventilation and airconditioning: (4%)            Lighting: With natural lighting/florescent 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. Facilities:            c.3. Elevators: (2%)            - At least one (1) operational elevator to go to/come from hotel rooms situated from different floor levels.            c.6. Internet and telecommunications: (5%)            - 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            iii. Waived electricity charges for use of laptops and 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 (8%)            *Rice, meat, vegetables, dessert, overflowing coffee and water            February 15: Full Board (Breakfast, Lunch, Dinner, AM/PM snacks)            February 16: Lunch, AM/PM Snacks</p>	1		53,800.00	DevCom-DOST PCAARRD
			***nothing follows***				
<b>TOTAL</b>						<b>53,800.00</b>	
(Total Amount in Words)		<b>Fifty-three thousand eight hundred pesos only</b>					

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:

  
IRISA MENDOZA

Signature over Printed Name of Supplier

2/16/24

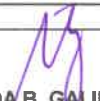
Date

  
FELIPE SALAING COMILA  
University of the President

2024-02-17

Fund Cluster: \_\_\_\_\_

Funds Available: \_\_\_\_\_

  
IMELDA B. GALINATO  
Accountant IV

ORS/BURS No.: \_\_\_\_\_

Date of the ORS/BURS: FEB 12 2024

Amount: \_\_\_\_\_

57,850.00