



PURCHASE ORDER

Supplier:	HOTEL SUPREME	P.O No.:	2025-10-161-424			
Address:	III Magsaysay Avenue, Baguio City	Date:	10/17			
Tin:		Mode of Procurement:	NP-SVP LRPV			
Sir/Madam:		PR No.:	2025-10-1491			
Please furnish this Office the following articles subject to the terms and conditions contained herein:						
Place of Delivery:		Delivery Term:				
Date of Delivery:	November 5-6, 2025	Payment Term:	within 30 days upon completion			
Item no.	Stock/ Property No.	Unit	PARTICULAR	Quantity	Unit Cost	Amount
1		lot	I. Availability (30%) specify date: November 5-6, 2025 II. Location and Site Condition(30%) a. Accessibility: Within La Trinidad, Benguet and Baguio City area b. Parking Space: 2 slot for Coaster, and 1 van III. VENUE(40%) a. Function Hall (10%) 1. Available four (4) Air-conditioned function hall from 7:00AM to 11:00 PM (November 5, 2025) and 7:00AM to 6:00 PM (November 6, 2025) a. Main Hall: b. Break out Rooms 2. Seminar set up for 240 pax (main hall), good for 50 pax (3 breakout halls) b. Amenities includes for the Main hall and 3 break-out rooms: (10%) 1. Secretariat's Table and Chairs near power source 2. Three (3) microphone units 3. Projector, Projector Screen and table for LCD Projector 4. Podium 5. Heavy duty extension cord 6. Free and steady wifi connection for secretariat and participants c. Facilities (5%) c.1 Continuous water supply and accessible comfort rooms c.2 Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler d. Catering Services: (15%) d.1 Meals (Buffet set-up) and Snacks (1 lunch, 1 AM Snacks, 1 PM snack/day). Please see attached menu good for 240 pax d.2 Provision of free-flowing coffee (preferable brewed coffee) and tea	1	600,000.00	600,000.00
XXXXXXXXXXXXXXXXXXXXXXXXXXXX						
TOTAL						600,000.00
Total Amount in Words: Six Hundred thousand 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:	Very truly yours,					
Hermie Aguilar		KENNETH A. LARUAN University President				
Signature over-Printed Name of Supplier						
10-22/25						
Date						
Fund:	ORS/BURS No.: 2024-10-1415					
Funds Available: KENT	Date of the ORS/BURS: 10-22-2025					
		P 600,000.00				65006441
		IMELDA B. GALINATO				
		Accountant IV				