



Republic of the Philippines
BENQUET STATE UNIVERSITY
La Trinidad, Benguet

PURCHASE ORDER

Supplier	VILLA SILVINA HOTEL AND RESTAURANT		P.O. No.:	2025-11-VPO-259	
Address	Outlook Drive Baguio City		Date:	11/7	
Item			Mode of Procurement:	SVT	
			PR No.:	2025-10-1853	
B7/A/0001 Please furnish this Office the following articles subject to the terms and conditions contained herein.					
Place of Delivery		CERCAARRO		Delivery Term:	
Date of Delivery		November 11, 12, 13, 14, 2025		FOB Destination	
		Payment Term:		within 30 days after complete delivery	
Item no.	Stock/Property No.	Item	Quantity	Unit Cost	Amount
1	Lot		1	317,550.00	317,550.00
		I. Availability (35%) November 11-14, 2025 (35%)			
		II. Location Site Condition (15%) Accessibility: Within Baguio City or La Trinidad, Benguet (10%).			
		Parking Spaces: Free parking spaces reserved or near venue (at least 5 slots) (5%).			
		III. Neighborhood Data (0%)			
		IV. Venue (50%)			
		a. Functionality:			
		a. 1. Available one (1) function room/hall with fan scheduled from 8:00 AM to 8:00 PM from November 11-14, 2025			
		Classroom set-up for 58 pax with tables and chairs for the secretariat near power sources (10%).			
		a. 2. Accommodations: Rooms, with fan and wifi connection for 58 pax, (good for 2,3,4,5 per/room, lobby, 2nd level and 3rd level) for 4 days and 3 nights. (10%)			
		a. 3. Lighting and ventilation Lighting: with stage lighting and backlighting. Lights are built overhead and placed around the stage. (5%)			
		b. Facilities:			
		b. 1. Internet and telecommunications: Free use of WIFI within the vicinity of the venue, week cellular signal (7%)			
		b. 2. Audio visual equipment amenities (with technical assistance) include: i. Atleast 2 microphones preferably wireless ii. Projector and screen iii. Podium iv. Extension chords (5%)			
		c. Other requirements			
		c. 1. Maintenance Provision of janitorial and maintenance services such as garbage collection (4%)			
		c. 2. Security: Adequate security services 24/7 (1%)			
		d. Catering Services			
		(58 pax, Buffet set-up) Rice, meat, fish, vegetables, dessert, overflowing coffee and water) November 11, 2026: Dinner November 12, 2026: Full Board (Breakfast, Lunch, Dinner, AM & PM Snacks)			
			CORCAARRO Ruth S. Batiani		

SP 459

	November 13, 2025: Full Board (Breakfast, Lunch, Dinner, AM & PM Snacks) November 14, 2025: Full Board (Breakfast, Lunch, Dinner, AM & PM Snacks) **Please see attached menu (8%)				
TOTAL				317,550.00	
Total Amount in Words: Three hundred seventeen thousand five 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 undersigned item(s).					
Conforms:					
 EBBRAO JEREMY ROSE Signature over Official Name of Supplier Nov 8, 2025 Date			 KENNETH A. LABUAN University President		
Very truly yours,					
Fund Charter: _____					
Funds Available: _____					
CRS/BURS No.: 2025-11-805 Date of the CRS/BURS: NOV 07 2025					
IMEDA B. GAUNATO Accountant IV				317,550	