



PURCHASE ORDER

Supplier: **Travelite Hotel** P.O No.: 2024-07-644-258
 Address: **Corner Legarda Road & Bulkaneg street Burnham Legarda Baguio City** Date: July 16, 2024
 Tin: _____ Mode of Procurement: **NP-SVP**
 Gentlemen: _____ PR No.: 2024-06-1095

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

Place of Delivery: **BSU HRDO** Delivery Term: **FOB Destination**
 Date of Delivery: July 24-25, 2024 & July 30-31, 2024 Payment Term: **within 30 days**
 End User: **Human Resource Development Office**

Item no.	Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1		lot	I. Availability (35%): July 24-25, 2024 (BATCH 1) - (35%) II. Location and Site Condition (15%) a. Accessibility, Baguio City (10%) b. Parking Space: 2 slots for BSU Vehicle (5%) III. Venue (50%) a. Function Hall (15%) i. Available one (1) air-conditioned function hall from 7:30AM to 6:00PM from July 24-25, 2024 iii. Seminar set-up for 60 pax with social distancing iii. Amenities included 1. Secretariat's Table and Chairs near to a power outlet 2. 3 wireless microphone units 3. Projector, Projector screen, and table/stand for projector 4. Podium if available 5. Free and steady Wi-Fi Connection for Secretariat, Speakers, and Participants if available 6. Technical Assistance for the set-up of the training hall sound system b. Airconditioned Rooms with single beds, inclusive of breakfast for 2 days for 3 pax (10%) c. Facilities: Continuous water supply and accessible Comfort Rooms and Emergency Exits (10%) d. Catering Services: (15%) i. Meals - Buffet Set-up for Breakfast and Lunch with Packed Dinner for 60 pax (soup, main course and dessert) ii. Snacks - morning and afternoon (10:00AM and 3:00PM) for 60 pax iii. Provisional Free Flowing Coffee and/or Iced Tea a. Function Hall (15%) i. Available one (1) air-conditioned function hall from 7:30AM to 6:00PM from July 24-25, 2024 ii. Seminar set-up for 60 pax with social distancing iii. Amenities included 1. Secretariat's Table and Chairs near to a power outlet 2. 3 wireless microphone units 3. Projector, Projector screen, and table/stand for projector 4. Podium if available 5. Free and steady Wi-Fi Connection for Secretariat, Speakers, and Participants if available 6. Technical Assistance for the set-up of the training hall sound system b. Airconditioned Rooms with single beds, inclusive of breakfast for 2 days for 3 pax (10%) c. Facilities: Continuous water supply and accessible Comfort Rooms and Emergency Exits (10%) d. Catering Services: (15%) i. Meals - Buffet Set-up for Breakfast and Lunch with Packed Dinner for 60 pax (soup, main course and dessert) ii. Snacks - morning and afternoon (10:00AM and 3:00PM) for 60 pax iii. Provisional Free Flowing Coffee and/or Iced Tea XXXXXXXXXXXXXXXXXXXXXXXX			
2		lot	XXXXXXXXXXXXXXXXXXXXX			
TOTAL						214,800.00

(Total Amount in Words) **Two hundred fourteen thousand eight hundred ~~645~~ mlr**
 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.

Very truly yours,

[Signature]
FELIPE SALAING COMILA
 President

Conforme: *[Signature]*
 Alpha *[Signature]* **Ma. B. MUMING**
 Signature over Printed Name of Supplier
[Signature] **JHY 21, 2024**
 Date

Fund Cluster: _____ ORS/BURS No.: 2024-07-106
 Funds Available: _____ Date of the ORS/BURS: JUL 18 2024
IMELDA B. GALINATO Amount: 214,800
 Accountant IV