

PURCHASE ORDER															
DEPARTMENT OF TOURISM - National Capital Region															
Supplier		HOTEL LUCKY CHINATOWN INC.			P. O. No.		NCR-23-143								
Address		21 Reina Regente St., Brgy. 293, Zone 28, Binondo, Manila			Date		20 November 2023								
Telephone		0917-8270121			Mode of Procurement :		NP 53.10 Lease of Real Property and Venue								
Gentlemen :															
Please furnish this office the following articles subject to the terms & conditions contained herein:															
Place of Delivery :		HOTEL LUCKY CHINATOWN INC. 21 Reina Regente St., Brgy. 293, Zone 28, Binondo, Manila			Delivery Term :		One (1) day								
Date of Delivery :		November 21, 2023			Payment Term :		Government Procedure								
Stock No.	Unit	Quantity	Description			Unit Cost	Amount								
	LOT	ONE (1)	LEASE OF VENUE WITH SUPPLIED MEALS			60,000.00	60,000.00								
Project Title: ACCOMMODATION CAPACITY SURVEY Dissemination and Consultation Forum SCOPE OF SERVICES / DELIVERABLES AND BUDGETARY REQUIREMENTS <table><tr><td>Meal Requirement/ Approved Budget</td><td>Venue</td></tr><tr><td>Lease of Venue supplied with Meals, AVF Materials, Sound Equipment and Basic Seminar Amenities</td><td> • Pre-arranged classroom type setup • Registration and secretariat table • High speed internet • Inclusive of basic sound system with microphones inclusive of AVF. • Working outlets and extension cords to accommodate electronic devices of 40 pax. • Provision of projector cables and adapters for computers with various operating systems • Inclusive of podium/rostrum with microphone • Seminar amenities (notepads, pencils/pens) • Establishment's health and safety protocols are in place • Complimentary parking for at least 50% of the number of participants </td></tr><tr><td>Meals Php1,500.00 (AM and PM Snack and buffet lunch) X 40 pax = PHP 60,000.00</td><td> • Must be able to provide meals (AM and PM Snack and Buffet Lunch) for 40 pax • Must be able to provide free flowing coffee/tea and water service </td></tr></table> APPROVED BUDGET FOR THE CONTRACT (ABC): PESOS : SIXTY THOUSAND ONLY (PhpP 60,000.00) *inclusive of all government taxes and other fees nothing follows										Meal Requirement/ Approved Budget	Venue	Lease of Venue supplied with Meals, AVF Materials, Sound Equipment and Basic Seminar Amenities	• Pre-arranged classroom type setup • Registration and secretariat table • High speed internet • Inclusive of basic sound system with microphones inclusive of AVF. • Working outlets and extension cords to accommodate electronic devices of 40 pax. • Provision of projector cables and adapters for computers with various operating systems • Inclusive of podium/rostrum with microphone • Seminar amenities (notepads, pencils/pens) • Establishment's health and safety protocols are in place • Complimentary parking for at least 50% of the number of participants	Meals Php1,500.00 (AM and PM Snack and buffet lunch) X 40 pax = PHP 60,000.00	• Must be able to provide meals (AM and PM Snack and Buffet Lunch) for 40 pax • Must be able to provide free flowing coffee/tea and water service
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(Total Amount in Words)		PESOS: SIXTY THOUSAND ONLY (inclusive of all applicable government taxes					60,000.00								
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.															
Conforme :					Very truly yours,										
Funds Available :		Signature over printed name			Regional Director, NCR Regional Office		11 / 22 - 4251								
		Date			Amount :		60,000.00								
		JOYLYN O. RICHERMOZO			ALOBS No.		23-11-052								
		Accountant II													