

PURCHASE ORDER

DEPARTMENT OF TOURISM - National Capital Region

Supplier		ADMIRAL HOTEL MANILA-MGALLERY		P. O. No.		NCR-23-147				
Address		2138 Roxas Boulevard, Manila 1004 Philippines		Date		20 November 2023				
Telephone		(02) 5318-9000		Mode of Procurement :						
Gentlemen :				NP 53.10 Lease of Real Property and Venue						
Please furnish this office the following articles subject to the terms & conditions contained herein:										
Place of Delivery :		ADMIRAL HOTEL MANILA-MGALLERY 2138 Roxas Boulevard, Manila 1004 Philippines		Delivery Term :		One (1) day				
Date of Delivery :		November 23, 2023		Payment Term :		Government Procedure				
Stock No.	Unit	Quantity	Description	Unit Cost	Amount					
	LOT	ONE (1)	LEASE OF VENUE WITH SUPPLIED MEALS AND TOKENS	185,000.00	185,000.00					
			PROJECT NAME: ASSOCIATION OF TOURISM OFFICERS (ATO) - NATIONAL CAPITAL REGION (NCR) STRATEGIC PLANNING AND YEAR-END REVIEW TECHNICAL SPECIFICATIONS/DELIVERABLES AND BUDGETARY REQUIREMENTS: • Function Room for 60 pax (7:00AM - 8:00PM) • Standard sound system with at least 2 microphones • Free-flowing coffee and tea • Banquet set-up arrangement • LCD Projector and white screen • Whiteboard and Markers • Wi-Fi Connection • Rostrum • Paper and pencil • AM and PM Snack, and Dinner Lunch: - 1 vegetable, 1 soup, 3 Main Entrée, Steamed Rice, Dessert, One round of juice or iced tea drink ITEMS PARTICULARS AMOUNT A. MEALS VIP Guests P 2,850.00 x 20 pax Regular Participants P2,300.00 X 40 Pax AM & PM Snacks, Lunch, & Dinner B. TOKENS P600.00 x 60 pax GRAND TOTAL P185,000.00 APPROVED BUDGET FOR THE CONTRACT P185,000.00 PESOS: ONE HUNDRED EIGHTY FIVE THOUSAND Inclusive of taxes and is subject to applicable government taxes. nothing follows							
(Total Amount in Words)			PESOS: ONE HUNDRED EIGHTY FIVE THOUSAND (inclusive of all applicable government taxes)			185,000.00				
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 : <u>Andreyfa Ethel Laine Andres</u>				Very truly yours, <u>SHARLENE ZABALA BATIN</u>						
Signature over printed name				Regional Director, NCR Regional Office						
Funds Available : <u>JOYLYN O. RICOHERMOZO</u> Accountant II				Amount : <u>185,000.00</u> AL OBS No. <u>03-12-0507</u>						