



PURCHASE ORDER
 DIVISION OF SOCIAL WELFARE
 Entity Name

Supplier: **SEASONS MANAGEMENT CORPORATION** P.O. No. **2024-08-0611**
 Address: **Sabayon, Occidental Mindoro** Date: **August 26, 2024**
 TIN: _____ Mode of Procurement: **NPD, QV**

Comments: *Please furnish the Office the following articles subject to the terms and conditions contained herein.*

Place of Delivery: **Within Occidental Mindoro** Delivery Term: **2024-09-27**
 Date of Delivery: **September 26-27, 2024** Payment Term: **15 Months with 5% discount**

Item	Unit	Description	Quantity	Unit Cost	Amount
1	pax	<p>Catering services with Venue rental</p> <p>Activity: Sharing Session on Mainstreaming Process and Partnership Engagement cum Planning Workshop</p> <p>Preferred Venue: Occidental Mindoro</p> <p>Date of Activity: September 26-27, 2024</p> <p>Catering for 2 days</p> <p>Guaranteed pax: 48 pax</p> <p>Type of serving (1 meal and 2 snacks)</p> <p>AM Snack: 9:00 AM - Any heavy snacks, Softdrinks or juice</p> <p>Lunch (Managed Buffet): 12:00 PM - Rice with 2 viands, dessert, soft drinks or juice</p> <p>PM snack (Plated) : 3:00 PM - Pasta , soft drinks or juice</p> <p>Menu Selection:</p> <p>Hotel to submit proposed menu 1 week before the session schedule</p> <p>No repeating menu</p> <p>Meals to be served should have vegetables, fruits and can adjust for muslim and non pork eater</p> <p>APPROVED BUDGET FOR THE CONTRACT: Php 48,000.00</p>	48	480.00	47,040.00
2	lot	<p>Venue for 2 days</p> <p>Structurally sound and safe for occupancy with enough fire-exits, fire fighting equipments CCTV, elevators and stairs</p> <p>Facility must be PWD and Senior Citizen Friendly</p> <p>Free use of Fully Airconditioned Session Hall/ Conference Room spacious for activities and can accommodate 03 participations or more with Physical Distancing in compliance to OATH</p> <p>No obstructing pillars in the Conference Hall/Room and should be high ceiling</p> <p>Session Hall must be free from distracting noise</p> <p>With registration area and free use of parking area</p> <p>FREE Wi-fi access to both Guest/ Function Halls</p> <p>Free use of telephone lines, 2 projectors with 2 screens</p> <p>Free flowing coffee or chocolate drink and drinking water/ filtered water</p> <p>Table and Chairs: Classroom set up with 3-4 pax each table</p> <p>Free tarpaulin or LED backdrop (design and size shall be provided by the end user)</p> <p>APPROVED BUDGET FOR THE CONTRACT: 18,000.00</p> <p>TOTAL APPROVED BUDGET FOR THE CONTRACT: (Php 66,000.00)</p> <p>PR No.: 2024-08-0760</p> <p>PURPOSE: Venue with catering for the conduct of training Session on Mainstreaming Process and Partnership Engagement cum Planning Workshop</p> <p>Prepared by: Mark Anthony A. Luz</p>			18,000.00
				TOTAL	65,040.00

Contract Amount in Words: **Sixty Five Thousand Forty Pesos Only**

In case of failure to receive the full delivery within the time specified above, a penalty of one percent (1%) of the contract price per day shall be imposed on the undersigned party.

Contractor: *Ivy Romulo* (Signature)
 Date: **9/9/24**

Buyer: *Leonardo D. Nalundo, Jr.* (Signature)
 Regular Director

Fund Cluster: **1**
 Funds Available: **65,040.00**

Reynold W. Libert L. Tongdo (Signature)
 Signature over Printed Name: **REYNOLD W. LIBERT L. TONGDO**
 Accountant III - Accounting Section Head

ORS/BURS No.: **2024-08-5881**
 Date of the ORS/BURS: **08-30-2024**
 Amount: **65,040.00**



NOTICE OF AWARD

Date: 22 AUG 2024

IVY U. SAMPILO
Authorized Representative
SEASONS MANAGEMENT CORPORATION
Sablayan, Occidental Mindoro

Dear Ms. Sampilo:

We are pleased to inform you that the RFQ No. 2024-08-0760 is hereby awarded to you as the Bidder with the Lowest Responsive Calculated Bidder for the Venue with catering for the conduct of Sharing Session on Mainstreaming Process and Partnership Engagement cum Planning Workshop at a Contract Price amounting to Sixty-Five Thousand Forty Pesos Only (Php 65,040.00) inclusive of all applicable taxes.

Please signify your conformity by signing below and transmitting a signed copy to us.

Very truly yours,

LEONARDO C. REYNOSO, CESO III
Regional Director
Head of the Procuring Entity

Conforme:

(Signature over Printed Name of Bidder's Authorized Representative)

SEASONS MANAGEMENT CORPORATION

Date: September 09, 2024

