



**PURCHASE ORDER**  
IBP Road, Constitution Hills, Quezon City

Supplier	<b>PATIO DE SAN JOSE RESORT &amp; CONVENTION CENTER, INC.</b>	PO No.	<b>2023-04-0032</b>
Address	Purok 5 San Jose, Malilipot, Albay	Date	<b>April 28, 2023</b>
Tel. No.	09178420247	PhilGEPS No.	<b>2017051607961881375833</b>
TIN	485-528-465-000	Mode of Procurement	<b>NP - Lease of Vemue</b>

Gentlemen:

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

Place of Delivery	Civil Service Commission, Constitution Hills, Quezon City - OFAM at Lower Ground Floor	Delivery Term	FOB Destination		
Date of Delivery	Please see details below	Payment Term	within 15-30 days upon complete submission of supporting documents.		
Stock / Property No.	Unit	Description	Quantity	Unit Amount	Amount
1	lot	<b>Conduct of 2023 OFAM Team Building Activity</b> Preferred Venue: Albay Date: May 11-13, 2023  Check-In Date/Time: May 11, 2023 at 2:00pm Check-Out Date/Time: May 13, 2023 at 12:00nn  <i>Meals Requirements:</i> Day 1: Breakfast, AM Snack, Lunch, PM Snack, Dinner Day 2: Breakfast, Dinner Day 3: Breakfast, AM Snack and Lunch  <i>Inclusions:</i> - Room Accomodation for 50 pax - Free flowing coffee - Free 4x6 Tarpaulin - Free use of pools for accomodating guest xxxxx-Nothing Follows-xxxx 2023-02-0214 (OFAM)	1	220,000.00	220,000.00
Total Amount in Words		<i>Two Hundred Twenty Thousand Pesos Only</i>			<b>₱220,000.00</b>

At least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for everyday of delay. Once the cumulative amount of liquidated damages reaches 10 percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other causes of action and remedies available under the circumstances.

The supplier/service provider is required to submit the billing statement within five (5) working days after the conduct of the activity.

Conforme:

Very truly yours,

JEANETTE C. BROCALES  
 Signature Over Printed Name of Supplier  
 May 08, 2023  
 Date

ATTY. KARLO A. B. NOGRALES  
 Signature over Printed Name of Authorized Official  
 Chairperson  
 Designation

Fund Cluster \_\_\_\_\_  
 Funds Available training fund ₱220,000.00  
  
 ESCARLET G. FONDE  
 Signature Over Printed Name of Chief Accountant/  
 Head of Accounting Division/Unit

ORS/BURS No. \_\_\_\_\_  
 Date of the ORS/BURS: \_\_\_\_\_  
 Amount ₱220,000.00