

305

PURCHASE ORDER

DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT

Supplier :	EDNA L. INSO CATERING SERVICES	
Address :	Central Market, Poblacion Uno, Malabuyoc, Cebu	
Contact No. :	0906-290-5553	PO No.: KC-2018-0001
Gentlemen:	Ms. Edna L. Inso	Date : February 13, 2018
Please furnish this office the following articles subject to the terms and conditions contained herein:		Mode of Procurement: Shopping

Place of Delivery:	Malabuyoc, Cebu	
Date of Delivery		
Delivery Term: upon actual conduct of every scheduled activity		
Payment Term: 30 days from delivery and final receipt of billing of every activity		

Item No.	Qty.	Unit	Purchaser's Specifications	Unit Cost	Amount
I. Title of Activities:					
1	62	PAX	1. Municipal PSA Planning (1 day)		
2	350	PAX	2. Barangay Participatory Situation Analysis (2 days)	250.00	15,500.00
3	62	PAX	3. Criteria Setting Workshop (1 day)	250.00/pax x 2 days	175,000.00
4	62	PAX	4. Project Development Workshop (2 days)	250.00	15,500.00
II. Catering Services					
			•Buffet Lunch : Rice, soup, 2 main dishes (with choices of vegetable, fish, chicken & pork/beef)		
			•Natural Juice		
			•AM & PM Snacks: Choice of Native Food, Bread and Pastries with drinks		
			•Others: Purified Drinking Water		
III. Activity Date:					
			1. Municipal PSA Planning- within the month of February 2018		
			2. Barangay Participatory Situation Analysis- within the month of February to March 2018		
			3. Criteria Setting Workshop- within the month of March 2018		
			4. Project Development Workshop- within the month of March 2018		
IV. Venue of Activity:					
			1. Municipal PSA Planning- within Malabuyoc, Cebu		
			2. Barangay Participatory Situation Analysis- All Barangays in Malabuyoc, Cebu		
			3. Criteria Setting Workshop- within Malabuyoc, Cebu		
			4. Project Development Workshop- within Malabuyoc, Cebu		


PhP237,000.00


925 p. 20

Malabuyoc, Cebu			
Note: First day will be guaranteed pax of 80% from the total number of pax in the Purchase Order while the second day will be based on the actual number of attendees.			237,000.00
	3%		7,110.00
	2%		4,740.00
			11,850.00
PR & RFQ# KC-2018-0001			
(Total Amount in Words)	Two hundred thirty seven thousand pesos only		Total (less tax) 225,150.00

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.

Very truly yours,

Conforme:

EDNA L. INSO
 (Signature over printed name) 2/22/18

MA. EVELYN B. MACAPOBRE, CESO III
 Director IV
 For the Regional Director

SHALAINE MARIE S. LUCERO
 Director II / Assistant Regional Director for Operations

Funds Available:	
LOUIE RAY C. VILLARIN Accountant III	Amount OR #