



# PURCHASE ORDER

Supplier:	CHALET BAGUIO HOTEL	P.O. No.:	2023-09-161-255				
Address:	Upper Military Cut-off Road , Baguio City	Date:	SEP 12 2023				
Tin:		Mode of Procurement:	NP - Lease of Venue				
Sir/Maam:		PR No.:	2023-09-1113				
Please furnish this Office the following articles subject to the terms and conditions contained herein:							
Place of Delivery:	BSU SPMO	Delivery Term:	FOB Destination				
Date of Delivery:	within <u>Sept. 14-15, 2023</u> calendar days upon acceptance of PO	Payment Term:	within <u>30</u> days				
Item no.	Stock/ Property No.	Unit	Particular	Quantity	Unit Cost	Amount	END USER
1	1	lot	1. Availability (40%) - Available - Sept. 14-15, 2023 II. Location & Site Condition (20%) Accessibility: Within Baguio City Parking Space: 1 slot for BSU bus III. Venue (40%) b. Functionality of Function Room b.1. Available function room on the schedule from 7AM-7PM b.2. Classroom set up for 25 participants Air-conditioned that can accommodate 25 pax. with good light ventilation, and air conditioning room b.4. Amenities 1. with secretariat table and chairs; 2. 3) b.5. Audible/operational sound system c. Twin sharing room, inclusive of breakfast for 2 days and 1 night, with free & steady wi-fi in all rooms d. Facilities d.2. continuous water supply & accessible CR for male * female d.7. sound system/audio system, 3 microphones * 1 LCD projector and wide screen f. Catering Services 3.1. Meals for 25 pax. (buffet set-up): 2 days = 2 breakfast, 2 AM and 2 PM Snacks; 2 lunch, 1 dinner). Please see attached menu (with 2 variant of main dish and 1 side dish, rice, salad/soup & dessert; 2. drinks - 1 round of drinks for every meals and snacks; 3. free flowing coffee			126,000.00	Chalet Baguio Hotel
TOTAL		x-x-x-x-x				126,000.00	
Total Amount in Words:		ONE HUNDRED TWENTY SIX THOUSAND PESOS ONLY					
In case of failure to make the full delivery within time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered items.							
Conforme: <u>SAMUEL M. CARANTES III</u> <i>Sales Account Executive</i>							
Signature over-Printed Name of Supplier <u>SEP 14 2023</u> Date							
Very truly yours, <u>FELIPE SALINAS DOMILA</u> President							
Fund Cluster: Funds Available: GSDP ORS/BURS No.: <u>2023-09-1113</u> Date of the ORS/BURS: <u>SEP 12 2023</u> <u>126,000</u> <u>IMELDA B. GALINATO</u> Accountant IV <u>05206441</u>							