



PURCHASE ORDER

Supplier:	POOTEN FAMILY RESORT	P.O No.:	2023-11-644-430
Address:	km. 16 Asin, Tubo, Benguet	Date:	NOV 17 2023
Titn:		Mode of Procurement:	NP - SVP
Sir/Moam:		PR No.:	2023-11-1372

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

Place of Delivery:	Delivery Term:
Date of Delivery: Nov. 10-22, 28-30, 2023	Payment Term: within 30 days upon completion

Item no.:	Stock/Property No.	Unit	PARTICULAR	Quantity	Unit Cost	Amount	END USER
1	lot		SEMINAR PACKAGE FOR PUBLICATION WRITING WORKSHOP Batch 1: November 20-22, 2023 Batch 2: November 28-30, 2023 Accessibility: Within Benguet; Parking Space: Free parking space reserved (atleast 5 slots) Venue: a. Training hall with aircondition, set of projector and sound system with atleast 2 microphones; with WIFI connection; available 7:00 AM-7:00PM with table and chairs for participants and secretariat; available power plug for extension cords; accessible comfort rooms; accessible emergency exit and alarm and standby fire extinguisher; Accommodation: Room with WIFI connection, aircondition, own CR, 4-6 pax per room; c. Meals (Buffet set-up) and snacks (3 breakfast, 3 am snacks, 3 lunch, 3 dinner) per batch with free-flowing brewed coffee and hot and cold water; and free Use of Amenities	1	297,600.00	297,600.00	REPO
TOTAL						297,600.00	

Total Amount in Words: **Two Hundred Ninety Seven Thousand Six Hundred 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 item/s.

Conforme: *[Signature]* *[Signature]*
Very truly yours,
[Signature]
JENIE S. SALANG COMILA
University President

Signature over-Printed Name of Supplier: *[Signature]*
Date: NOV - 18, 2023

Fund Cluster: *[Signature]*
Funds Available: *[Signature]*
JMEIDA BUIS SALINATO
Accountant

ORS/BURS No.: 2023-11-2580
Date of the ORS/BURS: NOV 17 2023
297,600