



# PURCHASE ORDER

Supplier:	NEWTOWN PLAZA HOTEL	P.O No.:	2023-11-161-321				
Address:	Baguio City	Date:	NOV 07 2023				
Tin:		Mode of Procurement:	NP - Smart Trade Procurement - LRPV				
Sir/Maam:		PR No.:	2023 - 1362				
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 November 9, 2023	Payment Term:	within 30 days				
Item no.	Stock/Property No.	Unit	PARTICULAR	Quantity	Unit Cost	Amount	END USER
1		pax	1. Availability (40%) - Available - Nov. 9, 2023 II. Location & Site Condition (20%) Accessibility: Within Baguio City Parking Space: 1 slot for BSU bus III. Venue(40%) b. Functionality of Functions Room - 20% 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) microphones wireless; 3, projector & projector screen and table for LCD proj; 4, podium; 8, free and steady Wi-Fi connection for secretariat & participants; 9, waive electricity charges for use of laptops and projector b.5 Audible/operational sound system d. Facilities- 10% d.2. continuous water supply & accessible CR for male * female c.7. Sound system/ audio systems, 3 microphones * 1 LCD projector and wide screen f. Catering Services - 10% 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, round of drinks for every meals and snacks.; 3, free flowing coffee	25		52,500.00	
TOTAL						52,500.00	
Total Amount in Words: FIFTY TWO THOUSAND FIVE 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:	Very truly yours,						
Signature over-Printed Name of Supplier	FELIPE SALAING COMILA President						
NOV. 08, 2023	Date						
Fund Cluster:	ORS/BURS No.:			2023-11-1304			
Funds Available:	Date of the ORS/BURS:			NOV 08 2023			
Accountant IV				52,500.00			
IMELDA B. GALINATO				52,500.00			