ZAMBOANGA CITY WATER DISTRICT
Zamboanga City

PURCHASE ORDER (PO)

Name	: WINN HOTEL	P.O. No.	:	14965
Address	: Mayor Jaldon St., Canelar, Zamboanga City	Date	:	September 19, 2024
Email address	:	Mode of Procurement	:	Negotiated Procurement (Small Value)
Telephone No.	: 09178881626			
TIN	:			

Gentlemen/Ladies :

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

Place of Delivery	:	Delivery Term	:
Date of Delivery	:	Payment Term	:

STOCK NO.	ITEM #	DESCRIPTION	QTY.	UOM	UNIT COST	AMOUNT
5020/001 f	1	Venue (Function hall) and Food Catering Services Event: ZCWD 2024 Participatory Organizational Assessment and Strategic Planning Workshop No. of Pax: 60 per day Catering Requirement: AM Snacks - with drinks (juice or soda) Lunch - 4 viands, rice, drink, dessert. PM Snacks - with drinks (juice or soda) Flowing coffee Drinking water 1 kind of fresh fruit per day (served at lunch) (choices of pineapple, banana, papaya, or fruit of the season) 1 whole lechon for last day lunch September 26, 2024. Requirements: 1. Airconditioned Function Room that can accommodate 60 pax 2. Round/rectangle tables for the 60 pax (good for 8 to 10 pax per table) 3. 1 Secretariat table (rectangle w/ 3 chairs) 4. Projector table 5. White board (2) 6. Projector (1) 7. Sound system and microphones 8. Easy access & exclusive comfort room for the participants. 9. Easy access lounge 10. Free WIFI connection/access 11. Backup electric power in case of blackout 12. Secured parking space for 4-wheeled vehicles & motorcycles II. Delivery date: September 23-26, 2024	4	Days	810/pax Php 3,000.00	Php 194,400.00 Php 12,000.00
		III. Hotel room for the guests (September 21-26, 2024) a. 2 standard rooms b. with free breakfast c. Free airport transfers (airport-hotel-airport) xxxxxxxxxxxxxxxxxxxxxxxxxxx nothing follows xxxxxxxxxxxxxxxxxxxxxxxxxxx (Details Attached)	6	Days	Php 11,928.00 Php 9,940.00 Php 5,964.00	Php 11,928.00 Php 9,940.00 Php 5,964.00
		Purpose: To provide coducive venue and food catering services for the 4 days activity of Zamboanga City Water District on September 23-26, 2024 and hotel accommodation with breakfast and airport transfers for the guests from Sept. 21-26, 2024 Note: Delivery of Items/Units must be accompanied with Original Copy of P.O., Charge Invoice or Credit Invoice for reference. Note: Warranty Period: 3 months for Expendable supplies after acceptance by the procuring entity. Payment Terms: No COD				
Total Amount in Words		TWO HUNDRED THIRTY FOUR THOUSAND TWO HUNDRED THIRTY TWO PESOS				Php 234,232.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one (1%) percent for every day of delay shall be imposed.

Very truly yours,

REYNALDO R. CABILIN, MPA
General Manager

Conforme : Shellane L. Dequito
Signature over Printed name of Supplier
Date

Funds Available	:	ALOBS No.	:
SHERWIN B. ABRIAM		Amount	:
OIC - AFMD		P.R. No.	24-0221
		Date of PR	August 28, 2024

This form should be prepared in 5 copies. Copy 1 - Original to be attached to Voucher for payment; Copy 2 - Accounting Section; Copy 3 - BAC; Copy 4 - End Users; Copy 5 - File.

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