Republic of the Philippines
ZAMBOANGA CITY WATER DISTRICT
Zamboanga City

PURCHASE ORDER (PO)

Supplier	: MARCIAN GARDEN HOTEL	P.O. No.	: 14976
Address	: Gov. Camins Ave., Z.C.	Date	: October 11, 2024
Email address	:	Mode of Procurement	: Negotiated Procurement (Small Value)
Telephone No.	: 991-2519 to 21		
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
502020 1002	1	MEALS Location: Within the city proper of Zamboanga (with free parking space of within the venue) Functionality of Function Room: Day 1-3: (6:30am to 5:00pm) - available One (1) Function Room a. Classroom/Lecture setup for a capacity of 30-35 participants (6 per table) b. Room must not contain pillars c. Amenities include: i. Secretariat's table ii. At least three (3) microphone units iii. Projector screen and table for LCD Projector iv. Podium v. Clean whiteboard and eraser vi. Extension wires vii. Rest rooms viii. Free and steady Wifi connection for secretariat & participants. ix. Waived electricity charges for use of laptops and projector for speakers, secretariat and participants. Other Requirements: a. Provision of Janitorial and Maintenance Services. b. Adequate secuirty service (24/7) Catering Services: a. Location must be inside the function room. b. Meals for 35 participants per training day c. AM and PM Snacks - to be determined by the end-user per training d. Buffet Lunch - Scooping 1. Main Course a. Beef b. Chicken c. Noodles or Vegetables or Soup 2. Steamed plain rice 3. Dessert 4. Drinks (at least one round of softdrinks for every lunch) 5. Provision of free-flowing coffee and water Serving Time: a. AM Snacks - 10:00AM b. Lunch - 12:00nn c. PM Snacks - 3:00PM October 15, 2024 = 35 pax October 16, 2024 – 35 pax October 17, 2024 = 35 pax xxxxxxxxxxxxxxxxxxxxxxxxxxxx nothing follows xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx (Details Attached) Delievry Period: October 15-17, 2024. Purpose: For the Training on Government Procurement Reform Act on October 15-17, 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	105	Pax	P600/pax	Php 63,000.00
Total Amount in Words		SIXTY THREE THOUSAND PESOS				Php 63,000.00

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.

Cindy Marie Verar
Director of Sales & Marketing
Marcian Hotels & Palacio Del Sol

Very truly yours,

REYNALDO R. CABILIN, MPA
General Manager

Conforme :

Signature over Printed name of Supplier

10/11/24
Date

Funds Available	:	ALOBS No.	:
		Amount	:
SHERWIN B. ABRIAM		P.R. No.	24-0233
OIC - AFMD		Date of PR	September 13, 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.

CamScanner