

## PURCHASE ORDER

**AGRICULTURAL TRAINING INSTITUTE-REGION VII**

Entity Name

Supplier : GOLDEN PRINCE HOTEL & SUITES		P.O. No. :			
Address : ARCHBISHOP REYES AVE, CEBU CITY		Date : 9/30/2024			
TIN : 211-748-006		Mode of Procurement : NP-Small Value			
Gentlemen:					
Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : _		GOLDEN PRINCE HOTEL & SUITES		Delivery Term : FOB Destination	
Date of Delivery : _		October 1-4, 2024		Payment Term : 30 WD	
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		<b>October 1-3, 2024</b>			-
	pax	Food (3 meals and 2 snacks) with accommodation and function hall	43	2,150.00	277,350.00
		<b>October 4, 2024</b>			-
	pax	Breakfast and AM Snacks	43	1,000.00	43,000.00
		**With flowing coffee/tea during the duration of the activity			
		**Suppliers must be nearest to the airport			
		Inclusions:			
		For Room			
		Twin Sharing air-conditioned room			-
		Hot & Cold Shower			-
		Clean Accommodation w/ regular housekeeping			-
		Functional outlets			-
		For Function Hall			-
		Free, steady, and reliable WI-FI Connection			
		Air-conditioned function room for the 43 participants			
		Table & chair set-up for the participants			
		Pillars, if any, should not obstruct the view of the participants towards the stage during the presentation			
		Separate table set-up for Secretariat			
		Continuous water supply and accessible comfort room			
		Wide-screen projector screen or LED			-
		Atleast 2 or 3 Functional Microphone units (w/ chargers and extra batteries)			-
		Provision of extension cords			-
		Good Lights and Sound System w/ operator			
		Others			
		Ambience promotes learning			

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		Accessible emergency exit			
		Provision of trans-in and trans-out			
					<b>320,350.00</b>

**(Total Amount in Words): THREE HUNDRED TWENTY THOUSAND THREE HUNDRED FIFTY PESOS ONLY**

In case of failure to make the full delivery within the 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:

*Selva*  
**ESTRELLITA VERAQUEZ**  
**GOLDEN PRINCE HOTEL & SUITES**

Signature over Printed Name of Supplier

\_\_\_\_\_  
Date

Very truly yours,

*BM*  
**GRACIA F. ARADO, PhD**

Signature over Printed Name of Authorized  
Official

**Center Director**

Designation

Fund Cluster : \_\_\_\_\_

Funds Available : \_\_\_\_\_

*Castillo*  
**CARMELITA B. CASTILLO, CPA**

Accountant I

ORS/BURS No. : \_\_\_\_\_

Date of the ORS/BURS: \_\_\_\_\_

Amount : **320,350.00**