



**PURCHASE ORDER**

**SUPPLIER: L.A. BREZA HOTEL, INC.**  
ADDRESS: 155 Mother Ignacia Avenue, South Triangle,  
Quezon City

P.O. No.: 2023-11-288  
DATE: Nov. 20, 2023

TIN: \_\_\_\_\_  
Gentlemen: \_\_\_\_\_

MODE OF PROCUREMENT: NP-LEASE OF REAL PROPERTY  
AND VENUE

Please furnish this Office the following article(s) subject to the terms and conditions contained herein.

STOCK NO.	UNIT	DESCRIPTION	Delivery Terms: 5 CALENDAR DAYS	
			QTY	LDDAP
Date of Delivery:			UNIT COST	TOTAL COST
	pax	<b>Lease of venue, food and accommodation</b> <b>Coconut Farmers and Industry Development Plan (CFIDP) FY 2023 Performance Review and Planning Workshop for FY 2024 and onwards</b> November 28 - December 2, 2023  <b>Meals Inclusions</b> November 28, 2023 - December 1, 2023: Full board meals December 2, 2023: Breakfast to PM Snacks Breakfast - 3 viands choices of vegetables, fish (no cream dory), meat - chicken/beef with soup, rice, dessert, coffee or hot chocolate AM/PM Snacks - Kakanin/pinoy meryanda and fresh fruit Lunch/Dinner - 3 viands choices of vegetables, fish (no cream dory), meat - chicken/beef with soup, rice, dessert, fruit juice and iced tea Others: Free flowing coffee, tea and water <b>Accommodation:</b> November 28 - December 2, 2023 Double sharing rooms (with complimentary bottled water and toiletries)  <b>Function/Training Hall</b> -November 28 - December 2, 2023 Should include: 1. Sound system (speaker and 2. DLP projector and projector screen 3. Power consumption for laptops 4. Extension cords 5. Wifi 6. White board 7. Event tarpaulin and signages  <b>Purpose:</b> To be used and served during the conduct of the Coconut Farmers and Industry Development Plan (CFIDP) FY 2023 Performance Review and Planning Workshop for FY 2024 and onwards on November 28 - December 2, 2023 in Quezon City	64	307,200.00 62,400.00
			800.00	256,000.00
			387.50	124,000.00

**TOTAL AMOUNT IN WORDS:** **SEVEN HUNDRED FORTY-NINE THOUSAND SIX HUNDRED PESOS ONLY** ₱ 749,600.00

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

CONFORME:   
Signature Over Printed Name of Supplier  
11-20-23 Date  
Very truly yours,  
  
DIRECTOR IV



FUNDS AVAILABLE: \_\_\_\_\_  
OR/BUR No.: 2023-11-01  
Amount: ₱ 749,600.00

JOAN E. SINGSON  
CHIEF ACCOUNTANT