

**DEPARTMENT OF ENERGY**Energy Center, Rizal Drive cor. 34th St.,
Bonifacio Global City, Taguig**ORIGINAL**

PR No. 02-0101-2024-11-M0524

PURCHASE ORDER

Supplier: EDC VENTURES CORPORATION (The Royal Mandaya Hotel)	P.O. No.: 2024-11-459
Address: J. Palma Gil St., Davao City	Date: 29-Nov-2024
TIN: _____	Mode of Procurement: AMP-NP 53.10
Reso No. M563 s. 2024	

Gentlemen: **MS. KEILA ANDREA G. LAYOS**

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

Place of Delivery: DEPARTMENT OF ENERGY, Mindanao Field Office, 3rd Flr Tolentino Bldg. Candelaria Ave., Davao City (K.B.J. Sotero)	Delivery Term: within 30 days upon receipt of PO
Date of Delivery: _____	Payment Term: Payment will be processed within 30 days, upon completion of delivery of all items, submission of all required documents & issuance of certificate of acceptance from the end-user. Payment is through Check, subject to government budgeting, accounting and auditing rules.

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
		PROCUREMENT OF VENUE & MEALS FOR THE CONDUCT OF DOE-MFO NECACTIVITY- SEAL OF FUEL GOVERNANCE EXCELLENCE-LGU AWARDS NIGHT ON DECEMBER 5, 2024			
		Lot Venue and Meals	100	999.00	99,900.00
		Terms of Reference:			
		A. Venue requirements			
		1. Can accommodate 100 attendees, ensuring ample space for the event			
		2. Air-conditioned and well-ventilated space with proper lighting and sound system			
		3. Availability of a stage with appropriate space for the awarding ceremony			
		4. Free Wi-Fi access for the duration of the event			
		5. No additional electricity charge for the use of laptops			
		B. Audio visual requirements			
		1. Free use of Projector with white wide screen			
		2. Audio/Video systems with dedicated operator and microphone with stands (at least 2)			
		C. Event Setup			
		1. Tables and chairs setup for the number of guests, including a VIP section.			
		2. Stage setup with minimal decorations			
		3. Free use of red carpet			
		D. Catering/Meals Requirements			
		1. Provision of buffet-style meal service inside the function room			
		2. Meals to include: Dinner			
		3. Menu must be customizable to accommodate dietary restrictions			
		4. Free flowing coffee/tea for the participants while the activity is on-going.			
		5. Service/Drinking water shall be provided for the participants.			
		E. Parking arrangements			
		1. Secure and ample parking space for guests and participants			
		For other requirements and more details, please refer to the attached detailed Terms of Reference (TOR).			
		TOTAL		P 99,900.00	

(Total Amount in Words)

Ninety-Nine Thousand Nine Hundred 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 underdelivered item/s.

This PO serves as the Notice to Proceed (NTP) when signed by the Supplier.

Conforme:

Very Truly yours:

Signature over Printed Name of Supplier
KEILA ANDREA G. LAYOSSignature over Printed Name of Authorized Official
NILO J. GEROCHE

rsp/KBJs

NOV 29 2024**Director, MFO**

Date

Designation

Fund Cluster: _____

ORS/BURS No.: _____

Funds Available: _____

Date of the ORS/BURS: _____