



Republic of the Philippines
Office of the President
COMMISSION ON HIGHER EDUCATION
PURCHASE ORDER

Supplier : RICHMONDE HOTEL ORTIGAS	P.O. No. : 2022-05-033 - HEDF
Address : 21 San Miguel Ave., cor Lourdes Street, Ortigas Ave., Pasig	Date : May 11, 2022
T I N : _____	Mode of Procurement : Negotiated Procurement 53.10 Lease of Property & Venue

Gentlemen:

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

Place of Delivery : CHED Central Office	Delivery Term: 3 Days				
Date of Delivery :	Payment Term: Send Bill Arrangement				
Stock/ Property No.	Unit	Description	Quantity	Unit cost	Amount
	Lot	Procurement of Food, Accommodation and Venue for the conduct of Joint Workshop of the Technical Panel for Agriculture and TCBAEOA to discuss the PSG for Agribusiness Program on May 23-25, 2022	1	124,100.00	124,100.00
		Description as follows:			
		Accommodation for 15pax (twin sharing) (Check in May 23, 2022 / Check out May 25, 2022) Food: May 23, 2022 am snacks/pm snacks for 15pax buffet lunch and buffet dinner for 15pax May 24, 2022 Breakfast for 15pax am snacks/pm snacks for 15pax buffet lunch and buffet dinner for 15pax May 25, 2022 Breakfast for 15pax am snacks/pm snacks for 15pax buffet lunch for 15pax			
		Venue: Compliant with IATF Rules/with Safety Seal Free use of function room (no extra charge in the excess of 8 hours) free use of projector and extension cords free flowing coffee, tea and water free notepads and pens free candies and nuts free use of electricity for laptops and printer complimentary parking with strong wifi connection			
		*no gambling establishment within the hotel premises			
		*No advance deposit required Billing statement are to be settled immediately after the receipt of statement of account			
		Prices inclusive of VAT and other Government			
		Mode of Payment: Send bill			
		***** NOTHING FOLLOWS *****			
(Total Amount in Words)		One Hundred Twenty-Four Thousand One Hundred Pesos Only			124,100.00

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.

Conforme:

Very truly yours,

MYRA PAZ B. MANALO
(Signature over printed name)
May 12, 2022
(Date)

J. PROSPERO E. DE VERA III, DPA
Chairman

Funds Cluster: LCI	ObR No.: 03 1043 69 2022 65 00712
Funds Available: P124,100.00	Date of the ObR: 5/19/22
 MYRA PAZ B. MANALO Chief Accountant, HEDF	AMOUNT: P124,100.00