



Commission on Filipinos Overseas

Document Code **CFO-AFD-FR-PRO-002**

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**PURCHASE ORDER**

Revision No. **0**

Effective Date **15 March 2017**

Supplier : **PHILIPPINE DIAMOND HOTEL & RESORT, INC.**  
Address : **Roxas Blvd. cor. J. Quintos Street, Ermita, Manila**  
TIN : **000-865-409-000**

P.O. No. : **2018-04-027**  
Date : **10-Apr-18**  
Mode of Procurement : **PUBLIC BIDDING**

Gentlemen:

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

Place of Delivery : **CFO- Citigold Center 1345 Pres. Quirino Ave. cor., SSH, Paco Manila**  
Date of Delivery : **30 calendar days upon received the Purchase Order.**

Delivery Term : **FULL SERVICES**  
Payment Term : **CHEQUE**

| Stock/<br>Property<br>No. | Unit | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Quantity | Unit Cost    | Amount       |
|---------------------------|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------|--------------|
| 1                         | lot  | <p>Rental of Venue, Accommodation and Provision of meals for the 16th PSO Conference for FY 2018</p> <p>Date of Events: June 19-21, 2018</p> <p>Room Accommodation: 15 Deluxe rooms for 4 nights with breakfast</p> <p>Banquet Requirements: AM Snacks, Lunch Buffet, PM Snacks and Dinner</p> <p>&gt; Use of of the conference at the North Center Ballroom that can accommodate a maximum capacity of up to 130 persons in a classroom set-up. The South Center Ballroom will serve as the exhibit space for PSO sponsors. The area can only accommodate at least (10) booth spaces with 2m x 2m size. The function room are available for the proposed date of June 19-21, 2018.</p> <p>&gt; Secretariat room at the Sapphire room located at the 2nd floor of the hotel near the function rooms.</p> <p>&gt; Conference Stagewill be placed at the center of the North Center Ballroom that can accommodate (7) chairs for the members of the IACPSO. The minimum size of the stage is 12ft x 16ft x 2ft.</p> <p>* Attached conditions/specifications set in the quotation are part of this Order.<br/>(Per Purchase Request No.: 2018-02-017 dated 7 February 2018<br/>x-x-x-x-x-x-x-x-x-x-Nothing Follows-x-x-x-x-x-x-x-x-x-x</p> | 1        | 1,098,000.00 | 1,098,000.00 |

(Total Amount in Words) *One Million Ninety Eight Thousand pesos only*

1,098,000.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:

JONELYN IBASCO  
Signature over Printed Name of Supplier  
APRIL 12, 2018  
Date

Very truly yours,

USEC. ASTRAVEL PIMENTEL-NAIK  
Executive Director

Fund Cluster : \_\_\_\_\_  
Funds Available : \_\_\_\_\_

ORS/BURS No. : \_\_\_\_\_  
Date of the ORS/BURS: \_\_\_\_\_  
Amount : \_\_\_\_\_

CANDELARIO R. GARCIA  
Signature over Printed Name of Chief Accountant/  
Head of Accounting Division/Unit