

PURCHASE ORDER

NIA MIMAROPA REGIONAL OFFICE

Entity Name

Supplier: MYDIVE TRAVEL AND TOURS INC		P.O. No. 2023 - 12 - 218			
Address: San Isidro, Puerto Galera		Date: Dec. 7 2023			
TIN: 608-113-330		Mode of Procurement: SVP			
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein.					
Place of Delivery: NIA MIMAROPA Regional Office		Delivery Term: FULL / FOB Destination			
Date of Delivery: December 12 to 13, 2023		Payment Term: within 30 days from date of delivery			
Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	lot	<p><b>Procurement for the Lease of Venue with Meals, Snacks and Room Accommodation for the activity of Engineering and Operations Year-End Assessment</b></p> <p><b>I. AVAILABILITY</b></p> <p>a. December 12 to 13, 2023</p> <p><b>II. LOCATION AND SITE CONDITION</b></p> <p>a. Puerto Galera, Oriental Mindoro</p> <p>-Free parking space reserved within or near venue</p> <p><b>III. MEALS and SNACKS</b></p> <p><b>Inclusive Dates: December 12 - 13, 2023</b></p> <p><b>December 12, 2023</b></p> <p>i. AM SNACKS (33 pax)</p> <p>ii. LUNCH (33 pax)</p> <p>iii. PM SNACKS (33 pax)</p> <p>ix. DINNER (33 pax)</p> <p><b>December 13, 2023</b></p> <p>i. BREAKFAST (33 pax)</p> <p>ii. AM SNACKS (33 pax)</p> <p>iii. LUNCH (33 pax)</p> <p>iv. PM SNACKS (33 pax)</p> <p><b>Provisions of the following for buffet:</b></p> <p>1. Soup/Appetizer</p> <p>2. Main Course (at least 2-3 variants: meat, fish, chicken &amp; vegetables)</p> <p>3. Rice</p> <p>4. Dessert</p> <p>-Drinks: water/juice in every meal</p> <p>-Provision of freely flowing coffee (no additional charge)</p> <p>-Assisted buffet</p> <p><b>IV. ROOM ACCOMMODATION</b></p> <p><b>Technical Specifications:</b></p> <p>iv. 1. Availability</p> <p>a. December 12-13, 2023</p> <p>iv. 2. Location</p> <p>a. Location must be at the activity site</p> <p>iv. 3. Room Assignment</p> <p>a. to accommodate 33 participants from different Implementing Offices</p>	1	179,000.00	179,000.00

MARCO VIGORNE

PHILIPPINES

RECEIVED

BY: 

DATE: Dec. 7, 2023



Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
National Irrigation Administration  
Regional Office No. IV-B (MIMAROPA)

**PURCHASE ORDER**  
**NIA MIMAROPA REGIONAL OFFICE**

Entity Name

**IV. 4. Facilities**

- a. With bath towels/toiletries
- b. Continuous water supply & accessible comfort rooms
- c. Accessible emergency exit and alarm
- d. Airconditioned rooms
- e. With internet connection/wifi access
- e. standby generator set in case of brownout

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- e. standby generator set in case of brownout

**V. FUNCTION ROOM / ACTIVITY VENUE**

**v.1. Inclusive Dates: December 12-13, 2023**

**Specifications:**

**Function room**

- Available one (1) Function Room from 8:00am to 5:00pm
- can accommodate number of participants as stated
- with tables and chairs
- airconditioned function room
- with internet connection/wifi access
- with ready sound system with microphone, projector
- standby generator set in case of brownout

**VI. To include van rental for the service of the participants from its official destination, Calapan City to Puerto Galera vice versa.**

**VII. Free Services and Facilities**

- a. Janitorial and Security
  - b. Airconditioning
  - d. Repair and Maintenance
  - e. Water and light consumption
  - f. Secured parking space
  - g. With assists in buffet during meals and snacks
- \*\*\*nothing follows\*\*\*

**TOTAL AMOUNT IN WORDS: ONE HUNDRED SEVENTY-NINE THOUSAND PESOS.**

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 delay shall be imposed on the undelivered item/s.

Conforme:

**JUNATTAN SCLASCO**  
Signature over Printed Name of Supplier  
**December 7, 2023**  
Date

Very truly yours,

**ENGR. ROMILIO M. CERVANTES**  
Acting Regional Manager

Fund Cluster: 501 LFPs  
Funds Available: Php 179,230.00

**MA. ELOISA M. TUERTO**  
Financial Planning Specialist B

ORS/BURS No.:  
Date of the ORS / BURS:  
Amount: Php 179,230.00

