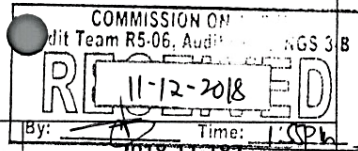




COMMISSION ON AUDIT  
Regional Office No. V  
Rawis, Legazpi City



**JOB ORDER**

|                                      |   |                    |
|--------------------------------------|---|--------------------|
| Supplier:<br><b>CASABLANCA HOTEL</b> | J.O. No.<br>2018-11-187                         | Date:<br>11/9/2018 |
| Address: Peñaranda St. Legazpi City  | P.R. No.<br>2018-11-296                         |                    |
| TIN: 001-332-734-0000                | Mode of Procurement:<br>Small Value Procurement |                    |

Sir/Madam:  
Your services are hereby contracted to provide:  
**Catering services (1 Lunch & 2 snacks) and provision of venue and facilities for the Seminar on Barangay Financial Management scheduled on November 12-13, 2018.**  
Details of which are as follows:

|                        |               |                   |
|------------------------|---------------|-------------------|
|                        | 398.00/pax    |                   |
|                        | Number of pax |                   |
| Number of Participants | 240           | 191,040.00        |
| <b>TOTAL</b>           |               | <b>191,040.00</b> |

- Amenities/Terms for the venue**
- Free use of LCD Projector
  - Free use of good sound system
  - Free use of microphones
  - Free use of podium
  - Free use of whiteboard with whiteboard markers
  - With tarpaulins indicating the conference as backdrop
  - With 1 pc Philippine Flag
  - With Registration table
  - provision of Generator Set
  - venue must be equipped with an airconditioning unit with sufficient cooling capacity for large number of occupants

- Amenities/Terms for the catering**
- To provide chairs w/ seat covers & tables with cloth
  - To provide 2 units of water dispenser
  - Free flowing coffee
  - Sufficient utensils, plates and other wares
  - Service crew with proper uniform and hair net
  - Assistance of well-trained waiters and catering personnel
  - Preferably assisted buffet
  - Ensure cleanliness before & after meals
  - Submit menu proposal for approval
  - Indicate complimentary meals, if any

\* Subject to adjustments to actual number of participants after the first day  
In consideration of the above, you shall be paid the total amount of : **ONE HUNDRED NINETY ONE THOUSAND FORTY PESOS ONLY (P 191,040.00)**

DELIVERY PERIOD : November 12-13,2018  
In case there is failure to complete the services contracted within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed. Further, we reserve the right to reject and return at your expenses any delivery/ies not specified in this order.

Very truly yours,  
  
**ROLAND A. REY**  
Director IV  
Regional Director

CONFORME:   
**JANETTE L. INFELIZ**  
(Signature over Printed Name of Supplier)  
11-9-18  
(Date)

|   |  |
|---|--|
| Fund Cluster: <u>Business Type Income</u>                             | ORS/BURS No. <u>18 11 0066</u>         |
| Funds Available: <u># 191,040.00</u>                                  | Date of the ORS/BURS: <u>11/9/2018</u> |
| <br><b>JANETTE L. INFELIZ</b><br>Accountant IV<br>Regional Accountant | Amount: <u># 191,040.00</u>            |

TF-Seminars