



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

Audit Team R5-06, Audit Group NGS 3-B

RECEIVED
11-06-2018

By: [Signature] Time: 4:20 PM

JOB ORDER

Supplier: LIFERICH CONSOLIDATED CORPORATION (THE CONCOURSE CONVENTION CENTER)	J.O. No.	2018-10-175
	Date:	11/6/2018
Address: Gov. Forbes St. Baybay Legazpi City	P.R. No.	2018-10-290
TIN: VAT-009-213-552-001	Mode of Procurement:	Small Value Procurement

Sir/Madam:
Your services are hereby contracted to provide:
Provision for venue and catering services (2 snacks and 1 lunch) for the Regional Auditors' Workshop Conference on SAI-PMF and other updates of COA Regional Office No. V on November 8 & 9, 2018.
Details of which are as follows:

	400.00/pax	
	Number of pax	
2 days	250 pax	200,000.00
Participants		200,000.00
TOTAL		

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

In consideration of the above, you shall be paid the total amount of:
TWO HUNDRED THOUSAND PESOS ONLY (P 200,000.00)

DELIVERY PERIOD: November 8 & 9, 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,

[Signature]
ROLAND A. REY
Director IV
Regional Director

CONFORME:

[Signature] 11/6/18
Emmanuel Briones
(Signature over Printed Name of Supplier)

(Date) _____
Fund Cluster: Business Type Income
Funds Available: P 200,000.00

ORS/BURS No. 18 10 0063
Date of the ORS/BURS: 10/24/2018
Amount: P 200,000.00

[Signature]
JANETTE L. INFELIZ
Accountant IV
Regional Accountant
TF-Seminars