



DEPARTMENT OF ENERGY

QUINTUPLICATE

Energy Center, Rizal Drive cor. 34th St.,
Bonifacio Global City, Taguig

PURCHASE ORDER

PR No. 02-1010-2023-10-M0450

| | |
|---|---|
| Supplier: E VEYRA-NAGAR CORPORATION | P.O. No.: 2023-11-373 |
| Address: 5, Malagos, Baguio District, Davao City | Date: 11/08/23 |
| TIN: _____ | Mode of Procurement: AMP-NP 53.9 |

Gentlemen: **MS. APRIL FAYE D. LEE** Reso No. M406 s. 2023

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

| | |
|--|---|
| Place of Delivery: DEPARTMENT OF ENERGY - Mindanao Field Office, 3rd Flr Tolentino Bldg, Candelaria Ave., Davao City (K.B.J.Sotero) | Delivery Term: within 30 days upon receipt of PO |
| Date of Delivery: _____ | Payment Term: Payment will be process within 30 days upon completion of delivery of all items and services, submission of all required documents & issuance of certificate of acceptance from the end-user. Payment is through Check subject to government budgeting and auditing. |

| Stock/Property No. | Unit | Description | Quantity | Unit Cost | Amount |
|--------------------|----------|--|----------|--------------------------|--------------------|
| | Activity | PROCUREMENT OF DOE- MFO SPORTS FESTIVAL VENUE AND MEALS Terms of Reference: A. The supplier must ensure that Covid-19 safety protocols should be observed within the facilities; B. The Supplier must provide a venue with the capacity of 60-80 persons to cater the Forty-Three (43) persons for the abovementioned activity to ensure covid safe environment. C. The Supplier must provide a venue with the following requirements: -c.1. Whole day use of venue and facilities; -c.2. With Wide Ground for Amazing Race and with facilitators; -c.3. With Function Hall and with tables & chairs classroom set-up; -c.4. With free use of sound system, screen, projector and at least three (3) microphones; -c.5. With free use of projector and projector white screen; and -c.6. Buffet Style of Lunch and Snacks. D. With free use of Water Dispenser with hot and cold Drinking Water; E. No escalation of of the quotation price; F. Services/goods must be delivered in good quality and or in exact quantity as stated in the Purchase Order. G. For entitlement to such liquidated damages, DOE need not prove the damages incurred. Said damages in any amount shall be deducted from any money due or which may become due to the Contractor under the Contract and/or collect such liquidated damages from the retention money or other securities posted by the service Contractor at the | 1 | 37,688.00 | ₱37,688.00 |
| | | | | | ₱ 37,688.00 |
| | | | | Less: 5% withholding tax | 1,682.50 |
| | | | | 2% EWT | 673.00 |
| | | | | TOTAL | ₱ 35,332.50 |

(Total Amount in Words) **Thirty- Five Thousand Three Hundred Thirty- Two Pesos and Fifty Centavos Only**

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 underdelivered item/s.
This PO serves as the Notice to Proceed (NTP) when signed by the Supplier.

Conforme: *[Signature]* Very Truly yours: *[Signature]*
APRIL FAYE D. LEE **MD J. GEROCHE**
 Signature over Printed Name of Supplier Signature over Printed Name of Authorized Official

November 27, 2023 **rmp/KBJS** Director, MFO
 Date Designation

| | |
|--|---|
| Fund Cluster: _____ | ORS/BURS No.: 02-1010-2023-11-373 |
| Funds Available: _____ | Date of the ORS/BURS: Nov 23, 2023 |
| HELEN C. ROLDAN 11/26 | Amount: ₱ 35,332.50 |
| Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit | |