

PURCHASE ORDER
ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY
Burgos St., LaPaz, Iloilo City

DOC # 77309

Supplier: **SMALLVILLE 21 HOTEL**

Address : **G.T. Pison Ave., Brgy. San Rafael, Mandurriao, Iloilo City**

TIN : **102-266-315-006**

P.O. No. : **2024-12-304**

Date : **December 9, 2024**

Mode of Procurement : **LEASE OF VENUE**

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

Place of Delivery : **Smallville 21 Hotel, G.T. Pison Ave., Brgy. San Rafael, Mandurriao, Iloilo City**

Date of Delivery : _____

Delivery Term : **December 11, 2024**


Payment Term : **CHARGE**


| Stock/ Property No. | Unit | Description | Quantity | Unit Cost | Amount |
|---------------------------|------|--|----------|-----------|-----------|
| 1 | Lot | Lease of Venue and Catering Services Am Snacks Rate 200.00 No. Pax 50 Amount: 10,000.00 Buffet Lunch Rate: 500.00 Soup, Side Dish, 2 Main Course, Desert, Swakto No. of Pax 60 Amount: 30,000.00 Pica-pica & Cocktail Drinks Amount: 12,000.00 Inclusions: 1. Use of multi-capacitated function room 2. Non-smoking hall, air-conditioned ambiance 3. Banquet set-up and signage leading to the function room 4. Sound system and microphones 5. Podium 6. Widescreen & LCD Projector 7. Free Flowing Coffee, Milo & Tea *****Nothing follows***** For official use on the Year-End General Consortium Assembly: 2024 Activity Review & 2025 Planning on December 11, 2024. Requested by: Naci John C. Trance | 1 | 52,000.00 | 52,000.00 |
| | | | | Total | 52,000.00 |

(Total Amount in Words): **FIFTY TWO THOUSAND PESOS 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 undelivered item/s.


Conforme:


SMALLVILLE 21 HOTEL
(Name of Supplier)
DEC 10 2024
Date

Very truly yours,

RUSS ALLEN E. NAPUD, DIT
VP for Admin and Finance
DEC 10 2024
Date

Fund Cluster : **164**

Funds Available : _____


JESSICA M. GENZOLA
Accountant IV

ORS/BURS No. : **5054-12-2172**

Date of the ORS/BURS: _____

Amount : **52,000.00**