

**RECEIVED**  
**SEP 22 8 2023**  
**GENERAL SERVICES DIV**

**PURCHASE ORDER**  
 Department of Education - Division of General Services City

Supplier: **GREENLEAF HOTEL**  
 Address: San Miguel St., Brgy. Lagiao, General Santos City  
 TIN: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Date of Delivery: \_\_\_\_\_  
 Date of Delivery: \_\_\_\_\_

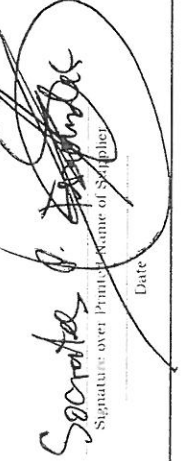
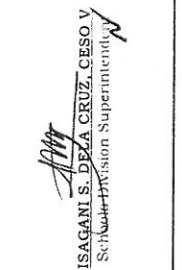
Please furnish this Office the following articles subject to the terms and conditions contained herein:  
 Place of Delivery: General Santos City  
 Delivery Term: within the event / activity day/s  
 Payment Term: Auto Debit Account

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
	pax	Training Venue with Catering Services on October 14, 2023: 1-Meal for Lunch (Rice, Drinks, 3 Main Course, Soup, Dessert) and 2-Shacks for AM & PM	134	700.00 P	93,800.00
	pax	Training Venue with Catering Services on October 21, 2023: 1-Meal for Lunch (Rice, Drinks, 3 Main Course, Soup, Dessert) and 2-Shacks for AM & PM	134	700.00 P	93,800.00
	pax	Training Venue with Catering Services on October 28, 2023: 1-Meal for Lunch (Rice, Drinks, 3 Main Course, Soup, Dessert) and 2-Shacks for AM & PM	134	700.00 P	93,800.00
	pax	One (1) Room Hotel Accommodation for Two (2) Resource Speakers for 2 nights	2	3,850.00 P	7,700.00
	pax	Tokens (Tuna cans and shawls) for two (2) Resource Speakers  *Training Venue Set Up *Place should be one (1) big function hall that can accommodate 135 pax *With LED & DJ screen *With wide and spacious parking area *With soundly generator *Fully airconditioned function hall *With at least three (3) wireless microphones at the hall *Six (6) snacks (AM/PM) *Three (3) meals *Free flowing coffee *One (1) piece Jarpaulin 4x3 *With Strong Wi-Fi connectivity *Non-Park Area  ***** nothing follows *****	2	3,000.00 P	6,000.00

Catering Services with Venue for Revisiting and Updating of School Disaster Management Plan (SDMP) and Contingency Plan cum Orientation on the Use of Online DRRM System.  
 (J. Urbano)

**(Total Amount in Words) Two Hundred Ninety Five Thousand One Hundred Pesos and 00/100 only** 295,100.00

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  
 Condone: \_\_\_\_\_  
 Very truly yours,

  
 Signature over Printed Name of Supplier  
 Date: \_\_\_\_\_  
  
 ISAGANI S. DEZA CRUZ, CESO V  
 Schools Division Superintendent

Fund Cluster: \_\_\_\_\_  
 Funds Available: \_\_\_\_\_  
 ORS/BURS No.: \_\_\_\_\_  
 Date of the ORS/BURS/: \_\_\_\_\_  
 Amount: \_\_\_\_\_  
 SANDRA J. SACHCA-CAJMA, CPA  
 Accountant III



Republic of the Philippines  
**Department of Education**  
 REGION XII  
**SCHOOLS DIVISION OF GENERAL SANTOS CITY**

**NOTICE OF AWARD**  
**SEP 28 2023**

**SHEENA YEN J. ROMA**  
 Sales Supervisor  
 Greenleaf Hotel Gensan  
 San Miguel Street, Brgy. Lagao  
 General Santos City

Ma'am:

We are pleased to inform you that your quotation for the procurement of **Catering Services with Venue for Revisiting and Updating of School Disaster Management Plan (SDMP) and Contingency Plan cum Orientation on the Use of Online DRRM System** in the amount of **Two Hundred Ninety Five Thousand One Hundred Pesos and 00/100 (Php 295,100.00)**, undertaken through Section 53.10 (Negotiated Procurement - Lease of Real Property) of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184, has been determined to be the Lowest Calculated and Responsive Quotation.

A purchase order shall be issued at the soonest possible time.

We appreciate your interest in this opportunity and we look forward to your satisfactory performance of your obligations under the project.  
 Very truly yours,

**ISAGANI S. DELA CRUZ, CESO V**  
 Schools Division Superintendent  
 Head of Procuring Entity

*Soater P. Delacruz*  
 (Signature Over Printed Name / Date)

(Designation and Name of Company)

BACSEC/mds  
 BAC2023-09-26-14:56-20-937875



Address: Tionsgon Street, Lagao, 9500 General Santos City,  
 Philippines  
 Telephone No: (083) 552-8909  
 Email: depedgensan@deped.gov.ph