



**WORK ORDER**  
 Republic of the Philippines  
**BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING**  
 SRA Compound, Annex II Building Ext.,  
 North Avenue, Diliman, Quezon City  
 (02) 8928-8741

Appendix 61  
 QF-AFD-QOP05-09  
 Rev 00  
 August 20, 2024

Supplier : PRIVATO QUEZON CITY/ROOM VENTURES CORP.	W.O. No. : 008-25
Address : 82 Scout Castor, Tomas Morato, Quezon City	Date : March 27, 2025
Email: tonie.lagman@privatohotels.com	Mode of Procurement : Negotiated Procurement - Lease of Real Property and Venue (Privately-Owned)
PR No.: 25-055	End-User : PKMDD

Gentlemen:

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

Place of Delivery : Quezon City	Delivery Term : FOB Destination
Date of Delivery : on the day of the event	Payment Term : 30 WD

Stock/ Property No.	Unit	Description	Quantity	NO. OF DAYS	Unit Cost	Amount (PhP)
LEASE OF VENUE INCLUDING MEALS AND ACCOMMODATION FOR THE CONDUCT OF TRAINING ON BASIC TROUBLESHOOTING FOR COMPUTERS AND PRINTERS ON APRIL 10-11, 2025 IN QUEZON CITY						
	No. of days	FUNCTION ROOM	2			
	pax*meals	AM SNACKS	25	2	275.00	13,750.00
	pax*meals	LUNCH	25	2	700.00	35,000.00
	pax*meals	PM SNACKS	25	2	275.00	13,750.00
	pax*meals	DINNER	25	1	700.00	17,500.00
		<b>Sub Total</b>				<b>80,000.00</b>
	Room*night	TWIN SHARING ROOMS	8	2	3,150.00	25,200.00
	Room*night	TRIPLE SHARING ROOMS	3	2	4,007.00	12,021.00
		<b>Sub Total</b>				<b>37,221.00</b>
		<b>Grand Total</b>				<b>117,221.00</b>
(Total Amount in Words)			One Hundred Seventeen Thousand Two Hundred Twenty One 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:

Very truly yours,

MARI TONIE LAGMAN  
 Sales Account Executive  
 March 28, 2025

BALDWIN G. JALLORINA, Ph.D.  
 Director IV, BAFE

Date

Fund Cluster :   
 Funds Available :

ORS/BURS No. :  
 Date of the ORS/BURS:

MS. KIM P. BARTOLOME 3/27  
 Accountant

Amount:

FY 2025 BUDGET  
 05-02-02-0000-01A  
 200000 100003000  
 50200/002  
 ₱ 120,000.00  
 valid until 4/21/25