

PURCHASE ORDER

Department of Education - Schools Division of Aklan (DepEd - SDO Aklan)

Procuring Entity Name

Supplier: ATI-ATIHAN FESTIVAL HOTEL CORPORATION	PO No. 2026-05-056	Date: May 8, 2026
Address: 19 Martyrs' St., Pob. Kalibo, Aklan	Date: May 8, 2026	Mode of Procurement: Sec. 35.9 - Lease of Real Property and Venue
TIN:	Procurement:	and Venue

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

Place of Delivery: _____	Delivery Term: <u>Upon perfection of documents</u>
Date of Delivery: _____	Payment Term: <u>Please see conditions below.</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Total Cost
	Package	<p>LEASE OF REAL PROPERTY AND VENUE WITH CATERING SERVICES FOR THE CONDUCT OF SEMI-ANNUAL WORKSHOP ON THE PREPARATION OF FINANCIAL ACCOUNTABILITY REPORTS WITH THE IMPLEMENTING UNIT (IU) SCHOOLS</p> <p>PROJECT NO: DepEd-Aklan-LRP-046-2026</p> <p>Meals and Refreshments:</p> <p>Day 1 – May 13, 2026 (AM Snacks, Lunch, and PM Snacks) for 105 pax</p> <ul style="list-style-type: none"> -Plated AM Snacks with Beverage -Assisted Buffet Lunch with Beverage -Plated PM Snacks with Beverage <p>Day 2 – May 14, 2026 (AM Snacks, Lunch, and PM Snacks) for 105 pax</p> <ul style="list-style-type: none"> -Plated AM Snacks with Beverage -Assisted Buffet Lunch with Beverage -Plated PM Snacks with Beverage <p>Day 3 – May 15, 2026 (AM Snacks, Lunch, and PM Snacks) for 105 pax</p> <ul style="list-style-type: none"> -Plated AM Snacks with Beverage -Assisted Buffet Lunch with Beverage -Plated PM Snacks with Beverage <p>Additional Notes:</p> <p>a. Menu choice for meals, snacks, and pica-pica (chips/nuts) must be submitted for approval within three (3) working days upon receipt of Purchase Order (PO)</p> <p>b. Lunch - assisted buffet with course selection. It should include salas, soup, dessert, beverage, at least two (2) variants of meat, and one (1) variant of vegetable</p> <p>c. Flowing or unlimited drinking water (hot and cold), coffee, and chocolate drink for the whole duration of the activity, free of charge</p> <p>d. Ensure that vegetarian, halal, and allergen-free meal options are available upon request without any additional costs</p> <p>e. Serving time of meals and refreshments to be coordinated by the end-user</p>	1	157,500.00	157,500.00

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		f. With dedicated waiters to assist with food service, replenishment, and table clearing g. With provision of biodegradable takeout boxes or containers upon request, free of charge Location of Venue: Venue must be within Kalibo, Aklan Accessibility and Inclusivity: · Venue must be accessible to all participants, including PWDs, and with elevators especially for venues located on the second or higher floors · With provision for reserved parking, free of charge, for three (3) days Fortuitous Events: In case of any fortuitous events, rescheduling shall be allowed without any additional cost, within two (2) months from the original date, subject to the availability of the hotel. Venue: a. Must be available for the whole duration of the event (May 13 to 15, 2026) b. Airconditioned session hall to accommodate at least 105 pax for the whole duration of the activity c. Tables with tablecloth and chairs to accommodate all pax as seated d. High-speed internet connectivity (WiFi), minimum of 50Mbps in the session and sleeping area and/or higher dedicated connection to ensure zero intermittent connection e. With clean and well-maintained comfort rooms located near or adjacent to the function hall f. Readily available and functional projector, projector screen, and extension cords g. Must provide working table (at least 2) for the staff			

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		h. Readily available and functional sound system with 3 wireless microphones free of charge i. Must provide unlimited drinking water (hot and cold) j. Stand-by operator/IT/ Technical Staff and Food Attendants			
TOTAL AMOUNT IN WORDS		ONE HUNDRED FIFTY-SEVEN THOUSAND FIVE HUNDRED PESOS	TOTAL AMOUNT IN FIGURES		P157,500.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (0.1%) shall be imposed per day of delay on the undelivered item/s. The DepEd - SDO Aklan may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Contract may be terminated, in whole or in part, at anytime for the convenience of the Government upon thirty (30) days' written notice, if determined the existence of conditions make the project implementation economically, financially or technically impractical and/or necessary, such as, but not limited to, fortuitous event/s or changes in law, and national government policies.

Any dispute, difference, or claim arising out of or relating to this Contract, including its existence, validity, interpretation, breach, or termination thereof, may be submitted to arbitration or other form of alternative dispute resolution in accordance with the applicable law, such as Republic Act No. 9285 (Alternative Dispute Resolution Act of 2004) or Executive Order No 1008, series 1985 (Construction Industry Arbitration Law).

Conforme:

BUENAVENTURA
 BUENAVENTURA

Very truly yours,

FELICIANO C. BUENAFE JR.
FELICIANO C. BUENAFE JR. CESO VI
 Schools Division Superintendent

Signature over Printed Name of the Authorized Representative of the Supplier

May 8, 2026 1:30pm
 Date and Time

Fund Cluster: **As to Allotment**

ORS No. **021011012026 051026**
 Date: **08 MAY 2026**
 Amount: **P157,500.00**

ANN RAYSHELLE L. NADUA
ANN RAYSHELLE L. NADUA
 Administrative Officer V
 Budget Officer III



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

NOTICE TO PROCEED

Date: 11 MAY 2026

The Management

ATI-ATIHAN FESTIVAL HOTEL CORP.

19 Martyr's St., Pob., Kalibo, Aklan

Greetings:

The herein attached Contract having been duly approved, notice is hereby given to **ATI-ATIHAN FESTIVAL HOTEL CORP.** that goods may be delivered on the Procurement Project titled **LEASE OF REAL PROPERTY AND VENUE WITH CATERING SERVICES FOR THE CONDUCT OF SEMI-ANNUAL WORKSHOP ON THE PREPARATION OF FINANCIAL ACCOUNTABILITY REPORTS WITH THE IMPLEMENTING UNIT (IU) SCHOOLS** effective from receipt of this notice.

Upon receipt of this notice, you are responsible for performing the services provided under the terms and conditions of the Agreement and in accordance with the Implementation Schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the Department of Education - Schools Division of Aklan.

Very truly yours,

FELICIANO C. BUENAFE JR., CESO VI
Schools Division Superintendent
Head of Procuring Entity

Notice accepted by:

Queen
QUEEN S. VERANO

(Name and Signature of Bidder/Representative)

ATI-ATIHAN FESTIVAL HOTEL CORP. (Supplier)

Date: May 11, 2026

Time: 12:31 pm