



Republic of the Philippines  
**APO PRODUCTION UNIT, INC.**  
 PIA Building, Visayas Avenue, Brgy. VASRA,  
 Quezon City, Metro Manila, Philippines 1128



**PURCHASE ORDER NO.:** 004827

**Date:** FEBRUARY 7, 2024

Supplier : **NORTH TRIANGLE HOTEL VENTURES, INC.**  
 Address : **(Seda Vertis North)**  
 Seda Vertis North Astra Drive Cor, Lux North Triangle E. Delos Santos Ave. Bagong  
 TIN : Pag-asa Quezon City  
 Mode of Procurement: **0078-9971-8001**

PR No. : \_\_\_\_\_  
**2024-2-000768**  
 Date : \_\_\_\_\_  
**February 1, 2024**  
 Job Order No. : \_\_\_\_\_

**LEASE OF REAL PROPERTY AND VENUE UNDER 53.10**

Gentlemen: Please furnish this Office the following articles, products, supplies/materials listed below, subject to the terms and condition contained herein:

Place of Delivery: \_\_\_\_\_  
 Date of Delivery: **APO QUEZON CITY**

Payment shall be at least 50% upon booking and full payment shall be made two (2) weeks after the booking date and upon the submission of Statement of Account/Billing Statement and other supporting documents subject to existing accounting and auditing rules applicable to APO.

| Description   | Quantity | Unit                             | Unit Cost | Amount       |
|---|----------|----------------------------------|-----------|--------------|
| <b>LEASE OF VENUE FOR WORKSHOP ON THE HARMONIZED GENDER AND DEVELOPMENT GUIDELINES (HGDG)</b> | 1        | LOT                              | P         | P 196,800.00 |
| <b>Technical Specifications:</b>  |          |                                  |           |              |
| <b>General Requirements</b>   |          | <b>Room Accommodation:</b>       |           |              |
| Venue: Within the vicinity of Quezon City   |          | Dates: February 7-8, 2024        |           |              |
| Air-conditioned rooms located on non-smoking floors.  |          | Room Type: Deluxe Rooms (double) |           |              |
| Rooms must have TV with remote control and telephone.   |          | No. of Rooms: 12                 |           |              |
| Hot and cold bath and toilet, towels, and toiletries.   |          |                                  |           |              |
| With free wi-fi Complimentary bottled water and tea or coffee                                 |          |                                  |           |              |
| Includes Buffet Breakfast   |          |                                  |           |              |
| Use of amenities  |          |                                  |           |              |
| Check In: 2pm (February 7, 2024) Check out: 12pm (February 8, 2024)                           |          |                                  |           |              |
| <b>NOTE:</b> This is included in the approved COB for 2024                                    |          |                                  |           |              |
| <b>FOR:</b> APO WORKSHOP (APO GAD)  |          |                                  |           |              |

(Total Amount in Words) **ONE HUNDRED NINETY SIX THOUSAND EIGHT HUNDRED PESOS** P 196,800.00

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.

Conforme:

**FE B. DIMAYUGA**  
 Purchasing Manager

Very truly yours,

**DAISY M. GALVADORES**  
 Supply Chain Manager

Date

Prepared by:

**LORRAINE G. FRANCISCO**

Funds Available:

**KRISTINE A. BALUYOT**  
 Chief Accountant

Approved by:

**HERMAN EMILIANO M. MEDINA-CUE**  
 President  
 General Manager