

Supplier: XENIA HOTEL CORPORATION  
Address: Clark Freeport Zone  
TIN: \_\_\_\_\_

P.O. No 19275  
Date: 5-Sep-22  
Mode of Procurement: \_\_\_\_\_

Gentlemen:  
Please furnish this office the following articles subject to the terms and condition contained herein:

Place of Delivery: CLARK INTERNATIONAL AIRPORT CORP.  
Date of Delivery: \_\_\_\_\_  
Pls. notify ART / thru tel. no. 599-2897 loc. 711

Delivery Term: COD  
Payment Term: COMREL 22-08-002  
RIS No.: \_\_\_\_\_

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
1	lot	Venue and meals (AM snack, Lunch and PM snacks) September 26-27, 2022 (8am-5pm) 35 pax Use of meeting room based on the above schedule Flowing coffee/tea Standard audio system with microphone LCD projector + white screen <b>Event: Seminar on Gender Sensitivity Training</b> ***nothing follows***	1	72,000.00	72,000.00

(Total Amount in Words) Seventy Two Thousand pesos & 00/100 only 72,000.00

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: TRIXIA BERGONIO  
Signature over Printed Name of Supplier  
September 8, 2022  
Date

CIAC  
TREASURY DEPT.  
**FUNDS  
AVAILABLE**  
72,000.00

Very truly yours,  
SHARON C. LINGAD  
OIC-Procurement Dept.  
Authorized Official  
PD Control # 22-08-024