

PURCHASE ORDER

Department of Social Welfare and Development
Field Office VII

cor. MJ Cuenco Ave. & Gen. Maxilom Ave., Cebu City Tel. # 2330261, 2338785 Fax # 4129908, 2321192

Supplier: CEBU CLUB FORT MED, INC. Address: Poblacion, Boljoon, Cebu Contact No.: 482-9050/482-9051 Contact Person: Jessyl Salazar	PO No. DSWD7-18-681 Date: 10/19/2018 Mode of Procurement: Lease of Venue TIN: 233-773-717-000
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Gentlemen:
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery:	Poblacion, Boljoon, Cebu	Delivery Term:	Upon actual date of activity
Date of Delivery:	November 16-18, 2018	Payment Term:	within 30 calendar days after activity complete & receipt of final billing.

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p>Provision of board and lodging, catering and venue for the below mentioned activity</p> <p>Title of Activity Regional DRMD Program Review and Evaluation Workshop</p> <p>Availability: • November 16-18, 2018 - Live in fullboard (2 days with AM Snacks as the first provision on November 16 and breakfast as the last provision on November 18) -Breakfast,Lunch,Dinner, AM & PM Snacks</p> <p>Location: • Cebu Province</p> <p>Neighborhood Data • The venue must not offer short-term lodging services and not adjacent to casinos, night clubs, bar shows and funeral facilities.</p> <p>Amenities a. Conference Room • Use of (1) Function room (7am - 9pm) that can accommodate the indicated number of pax with no middle obstructing post/object with wide space for workshop activities • (Pls. specify name of function or function number in the "statement of compliance" column.) • Availability of strong WIFI connection in the function room for the downloading, playing of presentation materials and videos required for the orientation seminar.</p> <p>b. Space Requirements: • Registration/working table for secretariat, small table for the projector/ laptop • World café arrangement</p> <p>c. Light, Ventilation and Air-conditioning • Proper light ventilation and air-conditioning</p> <p>d. Audio Visual Requirements: • Use of one LCD projectors for presentation with screen. • Complete audio-visual with at least 3 microphones (with working batteries for wireless microphone) • There has to be on-call operator to assist in the AV needs.</p> <p>• Provision of extension cords at least 3</p>	60	1,750.00 5% 2% Total after tax	210,000.00 9,375.00 3,750.00 196,875.00

Stock No.	Unit	Description	Qua.	Unit Cost	Amount
		<ul style="list-style-type: none"> • Audio-visual must be set up at least 1 hour before the activity. • No electrical charge for the use of own equipment or charging of laptops. <p>e. Room Arrangement/Requirements:</p> <ul style="list-style-type: none"> • Triple accommodation for pax with separate beds. Additional bed has to be in level with others and should not only be a mattress on the floor. There has to be enough space to move within the room. With complimentary basic toiletries such as soap and shampoo. With free drinking water per request inside the room or with water refill station accessible in the nearby rooms. Preferably equipped with functional television. Use of wifi connection. Rooms located 2nd floor and above should be accessible through an elevator. <p>f. Other Requirements:</p> <ul style="list-style-type: none"> • There has to be enough number of standby waiters to assist the participants. • Has to be and on call medical personnel and over-the-counter medicines • Free use of parking space • Must have an open ground/beach or pool for outdoor activity during team building sessions as part of the training activity. • Provision of backdrop and welcome streamers/lobby postine. <p>Catering Services: buffet breakfast, lunch, dinner and 2 snacks (AM & PM)</p> <ul style="list-style-type: none"> • Buffet Breakfast: Rice, 3 main dishes (vegetable, fish not creamdory, chicken, pork/beef), dessert (preferably fruits) and drinks (coffee or hot chocolate) • Meals: Rice, soup, appetizer, 3 main dishes (vegetable, fish not creamdory, chicken, pork/beef), dessert (preferably fruits) and natural juices • AM/PM Snacks: preferably sandwich or pasta with natural juices • Others: must be natural juices(like lemon grass, calamansi, buko or cucumber juice) • Flowing coffee / purified drinking water • Strictly no softdrinks <p>Regional DRMD Program Review and Evaluation Workshop (Ref: PR No.: DSWD7-18-0759)</p>			

(Total Amount in Words)

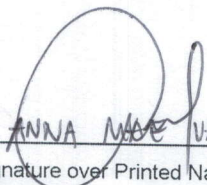
One hundred ninety six thousand eight hundred seventy five pesos only

Nett of tax

196,875.00


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:


ANNA MAE VALARTA
 Signature over Printed Name of Supplier

11/7/18
 Date

Very truly yours,


SHALAINÉ MARIE S. LUCERO
 Director III/ ARD for Operations

10/23

Funds Available:


LOUIE RAY C. VILLARIN, CPA
 Regional Accountant

ALOBS No. : _____

Amount : _____