

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:	GOLDEN VALLEY HOTEL	PO No.	DSWD7-2019-AMP-1159
Address:	155-A Pelaez St. Cebu City	Date:	12/06/2019
Contact No.:	253-8481/ 0905-522-3078	Mode of Procurement:	Lease of venue
Contact Person:	Luena D. Villaver	TIN:	004-265-210-000

Gentlemen:

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

Place of Delivery:		Cebu City	Delivery Term:			Upon actual date of activity
Date of Delivery:		Pls. see dates stated below	Payment Term:			within 30 calendar days after the activity & receipt of billing.
Stock No.	Unit	Description	Quantity	Unit Cost	Amount	
		Provision of board and lodging, catering and venue for the activity for the below mentioned activity				
		Title of Activity				
		Consultation Dialogue and Exit Conference with the LSWDO's, C/MAT Leaders and NHTS Field Staff from Cebu Province on Listahanan 3 Implementation				
		Availability:				
		(live-in)				
	pax	Dec 09, 2019	12	2,000.00	24,000.00	
		(Buffet Breakfast, Lunch & Dinner, AM & PM Snacks w/ Accommodation)				
		(live-out)				
	pax	1st Batch – Dec 09, 2019	135	1,200.00	162,000.00	
		(Buffet Breakfast, Lunch & Dinner, AM & PM Snacks w/ venue rental)				
	pax	2nd Batch – Dec 10, 2019	147	1,200.00	176,400.00	
		(Buffet Breakfast, Lunch & Dinner, AM & PM Snacks w/ venue rental)				
		Location:				
		Cebu City, Cebu				
		Neighborhood Data				
		<ul style="list-style-type: none"> • Renting facility must not offer short-term lodging services (e.g. motels); must not be situated beside or across gambling establishments or casinos and others that may touch in cultural sensitivity like mortuaries or morgues and the like. Venue must be a smoke free zone in compliance to RA9211 (Tobacco Regulation Act of 2003) 				
		a. Conference Room				
		> Use of One (1) function room that can accommodate the,				
		1st Batch - 147 pax on Dec 09, 2019 from 6AM to 7PM.				
		2nd Batch - 147 pax on Dec 10, 2019 from 6AM to 7PM.				
		both will have enough space for movement and buffet table; no middle obstructing post/object; with wide space, enough for structured learning activities such as dancing, exercise, workshop, gallery walk, small groupings, etc.				
		b. (Pls. specify name of function or function number in the "statement of compliance" column.)-AL10 of 2 & 6				
				Total before tax	362,400.00	
				5%	16,178.57	
				2%	6,471.43	
				Total after tax	339,750.00	

Stock No.	Unit	Description	Quant.	Unit Cost	Amount
		<p>a. Space Requirements: Classroom type with 5-6 chairs per table; 2 registration/working tables for secretariat at the back, small table near projector for Resource Person in each function rooms</p> <p>a. Room Requirement: Double/Triple accommodation for participants with three (3) separate beds with use of 10mbps wifi connection. Additional bed should be in level with others not just a mattress on the floor. With provision of complimentary basic toiletries (soap, shampoo, toothpaste, etc.), bottled drinking water, coffee, sugar and inside slipper.</p> <p>b. Audio Visual Requirements: Use of one (1) LCD projector with one (1) laptop for presentation. Complete functional Audio Visual (surround sound system) with at least 3 wireless microphones. There must be a standby operator to assist in the AV needs. Audio Visual must be set up at least 1 hour before the activity.</p> <p>a. Facility Requirement: Use of 10mbps WIFI connection for each function room (solely for the training team) for the downloading, playing of presentation materials and videos required of the training, backdrop and welcome streamer/lobby posting; no electrical charge for the use of own equipment, whiteboard, extension cords, Philippine flag.</p> <p>Other Requirements: 1) At least 3 stand-by waiters. Menu: Buffet Breakfast, Lunch and Dinner, AM Snack and PM Snack.</p> <p>Buffet Breakfast: Rice, Soup, 3 main dishes (choices of fish, chicken, and pork/beef); 1 dessert (preferably fresh fruits), and Drinks (natural juices).</p> <p>Buffet Lunch/Dinner: Appetizer, Rice, Soup, 3 main dishes (choices of fish, chicken, and pork/beef); 1 dessert (choice of fresh fruits, fruit salad, pastries like cake), and Drinks (natural juices).</p> <p>AM and PM Snack: Sandwich, Pasta, Empanada, Meat or Ube Roll, etc. and Drinks (natural juices).</p> <p>Note: Strictly NO serving of Cream Dory (fish) Strictly NO serving of Softdrinks Flowing Coffee/Choco/Milk, Purified Drinking Water in each function rooms.</p> <p style="text-align: center;">End User: NHTS (PR ref. DSWD7-19-1659)</p>			
(Total Amount in Words)		Three hundred thirty nine thousand seven hundred fifty pesos		Net of tax	339,750.00

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:

[Signature]
LUETTA D. VILLARIN
Signature over Printed Name of Supplier

Date

12/08/19

Very truly yours,

[Signature]
REBECCA P. GEAMALA
Regional Director

Funds Available:

LOUIE RAY C. VILLARIN, CPA
Regional Accountant *[Signature]*

ALOBS No. : _____
Amount : _____