

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. DSWD7-18-053

Address: 155-a Pelaez St.(beside USC LAW BUILDING) Cebu City

Date: 2/8/2018

Contact No.: 09055223078/253-8481

Mode of Procurement: Lease of Venue

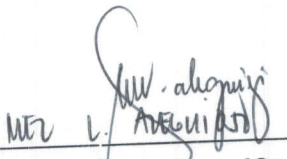

Contact Person: Odette Rosell

TIN: 4265210000

Gentlemen:

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

Place of Delivery:		Delivery Term:			
Date of Delivery:		Payment Term: within 30 calendar days after receipt of billing statement			
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		Special Disbursing Officers Meeting			
		I. Availability:			
	pax	February 13, 2018	46	625	28,750.00
	pax	May 11, 2018	46	625	28,750.00
	pax	August 17, 2018	46	625	28,750.00
	pax	November 23, 2018	46	625	28,750.00
		"Live Out			
		"Buffet Breakfast, Buffet Lunch, AM Snacks and PM Snacks w/ Venue Rental			
		II. Location:			
		• Cebu City			
		III. Neighborhood Data			
		• The venue must not offer short-term lodging services and not adjacent to casinos, night clubs, bar shows and funeral facilities.			
		Amenities			
		a. Conference Room			
		• Use of (1) Function room (7am – 8PM) that can accommodate the indicated number of pax; 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.			
		IV. b. Space Requirements:			
		• Registration/working table for secretariat, small table near projector for Resource Person			
		• Conference Arrangement			
		c. Light, Ventilation and Air-conditioning			
		• Proper light ventilation and air-conditioning			
		d. Audio Visual Requirements:			
		• Use of one LCD projectors for presentation with screens for function room.			
		• Complete audio-visual with at least 3 microphones (with functional batteries if wireless)			
		• There has to be on-call operator to assist in the AV needs.			
		• 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.			
		a. Other Requirements:			

	<ul style="list-style-type: none"> • Provision of tarpaulin backdrop and welcome streamers. 			
	<ul style="list-style-type: none"> • There has to be enough number of standby waiters to assist the participants. 			
	<ul style="list-style-type: none"> • Use of whiteboard, pen and eraser and Philippine Flag 			
	V. Catering Services: buffet breakfast, Buffet lunch and 2 snacks (AM & PM)			
	<ul style="list-style-type: none"> • Buffet Breakfast: Rice, soup, 3 main dishes (vegetable, fish not cream dory, chicken, pork and beef), dessert (preferably fruits) and natural fruit juices 			
	<ul style="list-style-type: none"> • Buffet Lunch: Rice, soup, 3 main dishes (vegetable, fish not cream dory, chicken, pork and beef), dessert (preferably fruits) and natural fruit juices 			
	<ul style="list-style-type: none"> • AM/PM Snacks: pasta/batchoy/pastries/bihon and bottled natural fruit juice 			
	<ul style="list-style-type: none"> • Others: Flowing coffee, tea; purified drinking water, candies, nuts 			
	<ul style="list-style-type: none"> • No softdrinks 			
			Total before tax	115,000.00
			5%	5,133.93
			2%	2,053.57
			Total after tax	107,812.50
	Purpose: For Special Disbursing Officers (SDO) Meeting			
	(Ref: PR No.: DSWD7-18-0053)			
(Total Amount in Words)	One Hundred Seven Thousand Eight Hundred Twelve & 50/100		Net of tax	107,812.50
<p>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.</p>				
Conforme:	 Signature over Printed Name of Supplier		Very truly yours, MA. EVELYN B. MACAPOBRE, CESO III Director IV For the Regional Director:  SHALAINE MARIE S. LUCERO Director III / Assistant Regional Director for Operations	
Funds Available:	LOUIE RAY C. VILLARIN, CPA Regional Accountant		ALOBS No. : _____ Amount : _____	

AO 6/15/02
 PO No. DSWD7-18-053