

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: SARROSA INTERNATIONAL HOTEL & RESIDENTIAL SUITES	PO No. DSWD7-18-056
Address: F. CABAUG ST., KASAMBAGAN CEBU CITY	Date: 2/9/2018
Contact No.: 2325811	Mode of Procurement: Lease of Venue
Contact Person: ALEJANDRO PEROCILLO	TIN: 220-356-956-000

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
		RCMET Quarterly Meetings and Workshops			
		Availability:			
		• February 27-28, 2018			
		• April 3-4, 2018			
		• July 3-4, 2018			
		• November 15-16, 2018			
		Location:			
		• Cebu City/Mandaue City			
		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 50 pax ; no middle obstructing post/object to ensure conduciveness of the area for interaction of participants. No changing of assigned function room during the duration of activity. Function room must have high ceiling for better ventilation and must not be elongated with soundproof wall to screen noises from other function room while meeting is ongoing.			
		• <i>(Pls. specify name of function or function number in the "statement of compliance" column.)</i>			
		• Availability of strong WIFI connection in the function room for the downloading, playing of presentation materials and videos required for the orientation seminar.			
		b. Space Requirements:			
		• Registration/working table for secretariat, small table near projector for Resource Person			
		• Conference/Fish Bowl Arrangement			
		• Enough space for participants to move in/out the function with the given set-up.			

	- Live in (Fullboard for 1 day)			4
	- Breakfast, Lunch, Dinner, AM snacks and PM snacks			270,000.00
	February 28, 2018	45	750.00	33,750.00
	April 04, 2018			
	July 04, 2018			
	November 16, 2018			
	- Live out			4
	- Breakfast, Lunch, Dinner, AM snacks and PM snacks w/ venue rental			135,000.00
			Total before tax	405,000.00
			5%	18,080.36
			2%	7,232.14
			Total after tax	379,687.50
	Purpose: RCMET Quarterly Meetings and Workshops			
	(Ref: PR No.: DSWD7-18-0056)			
(Total Amount in Words)	Three Hundred Seventy Nine Thousand Six Hundred Eighty Seven & 50/100		Net of tax	379,687.50

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.

Very truly yours,

Conforme:

[Signature]
 DENNISE E. MANANAL
 Signature over Printed Name of Supplier
 2/20/18
 Date

MA. EVELYN B. MACAPOBRE, CESO III
 Director IV

For the Regional Director:
[Signature]
JOSEPHINE C. BELOTINDOS
 Social Welfare Officer V

Funds Available:

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

ALOBS No. : _____
 Amount : _____

AO 6/15/02
 PO No. DSWD7-18-056