

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: **HOTEL PALWA**

PO No. DSWD7-18-066

Address: Dr. V Locsin St. Dumaguete City

Date: 02/15/2018

Contact No.: Glorimae Orlina

Mode of Procurement: Lease of venue

Contact Person: 0917-771-1600

TIN: 005-187-524

Gentlemen:

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

Place of Delivery:		Dumaguete City	Delivery Term:		Upon actual date of activity
Date of Delivery:			Payment Term:		within 30 calendar days after the activity & receipt of billing.
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
	pax	Provision of catering and venue for the activity "Sustainable Livelihood Program Quarterly Provincial PDO's Meeting". Title of Activity: Sustainable Livelihood Program Quarterly Provincial PDO's Meeting Availability: February 20, 2018 ✓ May 15, 2018 ✓ August 21, 2018 ✓ November 20, 2018 ✓ - Buffet Lunch, AM snacks and PM snacks w/ venue rental - Live Out Location: • Dumaguete 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 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. 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 2 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.	50	390.00	78,000.00 5% 3,482.14 2% 1,392.86 Total after tax 73,125.00

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<ul style="list-style-type: none"> No electrical charge for the use of own equipment or charging of laptops. e. Other Requirements: <ul style="list-style-type: none"> Provision of tarpaulin backdrop and welcome streamers. There has to be enough number of standby waiters to assist the participants. Use of whiteboard, pen and eraser and Philippine Flag There must be an available parking space for the participants' vehicle. Catering Services: Buffet lunch and 2 snacks (AM & PM) <ul style="list-style-type: none"> Lunch: Rice, soup, 3 main dishes (choice of fish, chicken, pork), dessert (preferably fresh fruits) AM/PM Snacks: preferably sandwich of pasta with natural fruit juices like Lemon grass or Calamansi juice No softdrinks Purpose: Sustainable Livelihood Program Quarterly Provincial PDO's Meeting (Ref: PR No.: DSWD7-18-0099) 			
(Total Amount in Words)		Seventy three thousand one hundred twenty five pesos only		Nett of tax	73,125.00
<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>					
<p>Conforme: <u>GIORMAE ORLINA</u> Signature over Printed Name of Supplier Date <u>2/19/18</u></p>			<p>Very truly yours, MA. EVELYN B. MACAPOBRE, CESO III Director IV For the Regional Director: <u>SHALINE MARIE S. LUCERO</u> Director III / Assistant Regional Director for Operations</p>		
<p>Funds Available: <u>LOUIE RAY C. VILLARIN, CPA</u> Regional Accountant</p>			<p>ALOBS No. : _____ Amount : _____</p>		

AO 6/15/02

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