				Appendix 5	52
	ģ	PURCHASE ORDER		. Hearing of	
		Department of Social Welfare and De	velopmen	t	
		Field Office VII			
	cor. N	/J Cuenco Ave. & Gen. Maxilom Ave. ,Cebu City Tel. # 233026	1, 2338785	Fax # 4129908, 232	1192
Supplier:		A TEA GARDEN SUITES	PO No.	DSWD7-18-187	
Address:		st. Tagbilaran City	Date:	04/03/2018	
Contact No.:		73/422-2456	Mode of Pr	ocurement:	Lease of venue
Contact Persor	: Trinida	d D. Bayron	TIN:	119-179-015	
Gentlemen:	h this Of				
Please turnis	I this Of	fice the following articles subject to the terms and conditions co	ntained here I	in:	
Place of Delivery	:	Tagbilaran City	Delivery Ter	m:	Upon actual date of
D.(activity within 30 calendar days
Date of Delivery:		Pls. see dates stated below	Payment Te	rm:	after the activity & rece of billing.
Stock No.	Unit	Desciption	Quantity	Unit Cost	Amount
		Provision of catering and venue for the following activities – "Quarterly Unified POO Meeting and Quarterly PAC/PCC Meeting" Title of activity : Quarterly Unified POO Meeting and Quarterly PAC/PCC Meeting Availability			
	pax	Availability: • Quarterly Unified POO Meeting August 17, 2018 (Function 1 or Pavillion)	64	335.00	21,440.0
	pax	November 16, 2018 (Function 1 or Pavillion)	64		
	pax	- Live out (Plated Lunch, AM snacks and PM snacks w/ venue rental) • Quarterly PAC/PCC Meeting	04	335.00	21,440.0
p	1.0400			I S AMERICAN ST	Million Marphal
	pax	July 20, 2018 (Function 2)	20	335.00	6,700.0
	pax	October 26, 2018 (Function 2)	20	335.00	6,700.0
		- Live out (Plated Lunch, AM snacks and PM snacks w/ venue rental) Location:			56,280.0
		• Tagbilaran City Neighborhood Data		5%	2,512.5
		 The venue must not offer short-term lodging services and not adjacent to casinos, night clubs, bar shows and funeral facilities. Venue must not be near the creek 		2%	1,005.0
		 a. Conference Room Use of one (1) Function Room (7AM-8PM as the maximum) that can accommodate maximum of 65 pax with no middle obstructing post/object. (Pls. specify name of function or function number in the "statement of compliance" column.) No changing of assigned function room during the duration of the activity. Elevator must be available on the floor where the function room is located. 		Net Gross-Amount	52, 76 2.5
		a. Space Requirements: Conference / World Café (for 30 and above pax) or U-Shape (for 30 and below) setting. Of 2			

ovision of 1 table for the registration/working or secretariat and for the laptop/projector. dio Visual Requirements: Use of 1 LCD projector for presentation. Complete functional Audio Visual (like TV an system) with at least 3 microphones. There has to be standby operator to assist in needs. Audio Visual must be set up at least 1 hou the activity. Available of whiteboard, extension cords, and ine Flag. No electrical charge for the use of ow tent. Available WIFI connection in the function room downloading, playing of presentation material eos required for the training. Requirements: Provision of Backdrop and Welcom ers/Lobby posting. Transportation for the secretariat from DSW to the venue in bringing supplies an tent's in the 1 st and last day. There has to be enough number of stand-b to assist the participants. Chere has to be on call medical personnel. Safe accessible parking space available withi nity and that of the participants. At least have available over the counter the as need arises. Elevator must be available on the floor wher afference Room is located.	nd in ur nd m ls D d	Concellations of the second of	 ALL PROPES ALL PROPES
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ng Services: Plated lunch and 2 snacks (Al	M	and the family series of	envine roland
nch: Rice, soup with vegetable/noodle, 2 mai (fish, chicken and pork/beef), fresh fruit, juice		heri) or idoloty i ci navielo bit selount	and transform
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