

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:	PANDA TEA GARDEN SUITES			PO No.	DSWD7-18-187
Address:	Dao Dist. Tagbilaran City			Date:	04/03/2018
Contact No.:	501-8773/422-2456			Mode of Procurement:	Lease of venue
Contact Person:	Trinidad D. Bayron			TIN:	119-179-015
Gentlemen:					
Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery:	Tagbilaran 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
		<p>Provision of catering and venue for the following activities – “ Quarterly Unified POO Meeting and Quarterly PAC/PCC Meeting”</p> <p>Title of activity :</p> <p>Quarterly Unified POO Meeting and Quarterly PAC/PCC Meeting</p> <p>Availability:</p> <ul style="list-style-type: none"> • Quarterly Unified POO Meeting 			
	pax	<ul style="list-style-type: none"> • August 17, 2018 (Function 1 or Pavillion) 	64	335.00	21,440.00
	pax	<ul style="list-style-type: none"> • November 16, 2018 (Function 1 or Pavillion) 	64	335.00	21,440.00
		- Live out (Plated Lunch, AM snacks and PM snacks w/ venue rental)			
		<ul style="list-style-type: none"> • Quarterly PAC/PCC Meeting 			
	pax	<ul style="list-style-type: none"> • July 20, 2018 (Function 2) 	20	335.00	6,700.00
	pax	<ul style="list-style-type: none"> • October 26, 2018 (Function 2) 	20	335.00	6,700.00
		- Live out (Plated Lunch, AM snacks and PM snacks w/ venue rental)			56,280.00
		Location:			
		• Tagbilaran City		5%	2,512.50
		Neighborhood Data			
		<ul style="list-style-type: none"> • 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%	1,005.00
		a. Conference Room			
		<ul style="list-style-type: none"> • 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. 			
		a. Space Requirements:			
		<ul style="list-style-type: none"> • Conference / World Café (for 30 and above pax) or U-Shape (for 30 and below) setting 			
				Net Gross -Amount	52,762.50

Stock No.	Unit	Description	Qty	Unit Cost	Amount
		<p>Provision of 1 table for the registration/working table for secretariat and for the laptop/projector.</p> <p>b. Audio Visual Requirements:</p> <ul style="list-style-type: none"> Use of 1 LCD projector for presentation. Complete functional Audio Visual (like TV and sound system) with at least 3 microphones. There has to be standby operator to assist in the AV needs. Audio Visual must be set up at least 1 hour before the activity. Available of whiteboard, extension cords, and Philippine Flag. No electrical charge for the use of own equipment. Available WIFI connection in the function room for the downloading, playing of presentation materials and videos required for the training. <p>Other Requirements:</p> <ul style="list-style-type: none"> Provision of Backdrop and Welcome streamers/Lobby posting. Transportation for the secretariat from DSWD office to the venue in bringing supplies and equipment's in the 1st and last day. There has to be enough number of stand-by waiters to assist the participants. There has to be on call medical personnel. Safe accessible parking space available within the vicinity and that of the participants. At least have available over the counter medicine as need arises. Elevator must be available on the floor where the Conference Room is located. <p>Catering Services: Plated lunch and 2 snacks (AM & PM)</p> <ul style="list-style-type: none"> Lunch: Rice, soup with vegetable/noodle, 2 main dishes (fish, chicken and pork/beef), fresh fruit, juice AM/PM Snacks: preferably sandwich or pasta with natural juices No softdrinks Others: Flowing Coffee/Purified Drinking Water <p>Purpose: Quarterly Unified POO Meeting and Quarterly PAC/PCC Meeting</p> <p>(Ref: PR No.: DSWD7-17-0175)</p>			
(Total net amount in word)		Fifty two thousand seven hundred sixty two pesos and 50/100			52,762.50
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.					
Conforme:		<p><i>Trinidad D. Bayon</i> Signature over Printed Name of Supplier</p> <p><u>4/11/18</u> Date</p>	<p>Very truly yours, <i>MA. EVELYN B. MACAPOBRE, CESO III</i> Director IV</p>		
Funds Available:		<p>LOUIE RAY C. VILLARIN, CPA Regional Accountant</p>	<p>ALOBS No. : _____ Amount : _____</p>		