

Stock No.	Unit	Description	Qual	Unit Cost	Amount
		<ul style="list-style-type: none"> • Conference Type Arrangement. Provision of 1 table for the registration table for secretariat and for laptop/projector. <i>c. Light, Ventilation and Air-conditioning</i> • Proper light ventilation and air-conditioning <i>d. Audio Visual Requirements:</i> • Use of one LCD projectors for presentation with screens for function room and 1 laptop. • Complete and well-maintained audio-visual with at least 2 wireless microphones and 1 wired mic. • There has to be on-call operator to assist in the AV needs. • No electrical charge for the use of own equipment or charging of laptops. <i>e. Room Arrangement/Requirements:</i> • Single Accomodation for Resource Persons and Triple accommodation for pax with separate beds for each pax. Additional beds has to be in level with others and should not be a mattress on the floor. There has to be enough space to move within the room. With complimentary basic toiletries such as soap and shampoo. With <i>f. Other Requirements:</i> • Provision of backdrop and welcome streamers/lobby posting. • Transportation for the secretariat from Field Office to the venue in bringing supplies and equipment in the 1st and last day. There has to be enough number of standby waiters to assist the participants. At least have available over the counter medicine as need arises. • Statement of Account must be released on the last day of activity. • Guaranteed number of pax. Catering Services: buffet breakfast, lunch, dinner and 2 snacks (AM & PM) • Breakfast: Rice, 3 main dishes (choice of fish, chicken, pork/beef), dessert preferably fruits and coffee/hot chocolate. • Lunch/Dinner: Rice, soup, 3 main dishes (vegetable, fish, chicken, pork/beef), dessert preferably fruits and natural juices • AM/PM Snacks: variation of pasta, pastries, bread, native snacks and natural juices. • No softdrinks, no cream dory • Others: Flowing coffee, purified drinking water • No serving of pork for the whole duration of activity for participants with special dietary needs. Purpose: • Capability Building for LSWDO Functionality 			

PR Ref(DSWD7-18-0267)

(Total Amount in Words)

Three hundred fifty four thousand three hundred seventy five pesos only

Nett of tax

354,375.00

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 over Printed Name of Supplier

Date

MA. EVELYN B. MACAPOBRE, CESO III
Director IV

For the Regional Director:
SHALAJNE MARIE S. LUCHRO
Director III / Assistant Regional Director for Operations

Funds Available:

LOUIE R. C. VILLARIN, CPA
Regional Accountant

ALOBS No. : _____
Amount : _____