

PURCHASE ORDER

Department of Social Welfare and Development
Field Office VII

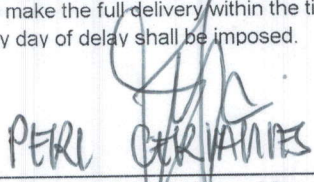

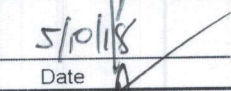
cor. MJ Cuenco Ave. & Gen. Maxilom Ave., Cebu City Tel. # 2330261, 2338785 Fax # 4129908, 2321192

Supplier: MANHATTAN SUITES INN	PO No. DSWD7-18-228
Address: South Road, Calindagan, Dumaguete City	Date: 04/24/18
Contact No.: 422-8200	Mode of Procurement: Lease of venue
Contact Person: Perl Cervantes	TIN: 283-587-761-000

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:	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
		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	• Quarterly Unified POO Meeting			
	pax	July 12, 2018	58	400.00	23,200.00
		October 7, 2018	58	400.00	23,200.00
		- Live out (Plated Lunch, AM snacks and PM snacks w/ venue rental)			
	pax	• Quarterly PAC/PCC Meeting			
	pax	August 8, 2018	20	400.00	8,000.00
		November 7, 2018	20	400.00	8,000.00
		- Live out (Plated Lunch, AM snacks and PM snacks w/ venue rental)			
		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.			
		• Venue must not be near the creek			
		Amenities			
		a. Conference Room			
		• Use of one (1) Function Room (7AM-8PM as the maximum) that can accommodate maximum of 60 pax with no middle obstructing post/object.			
		• (Pls. specify name of function or function number in the “statement of compliance” column.) (July 12, October 7- Elena 1) (Aug. 8, Nov. 7- Elena 2)			
		• 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.			
		b. Space Requirements:			
		• Conference / World Café (for 30 and above pax) or U-Shape (for 30 and below) setting.			
		• Provision of 1 table for the registration/working table for secretariat and for the laptop/projector.			
		c. Audio Visual Requirements:			
		1 of 2			
				Total before tax	62,400.00
				5%	2,785.71
				2%	1,114.29
				Total after tax	58,500.00

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<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 (Ref: PR No.: DSWD7-18-0174)</p>			
(Total Amount in Words)	Fifty eight thousand five hundred pesos only			Net of tax	58,500.00
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.					
Conforme:	 Signature over Printed Name of Supplier	Very truly yours,  SHALAIN MARIE S. LUCERO Director III / Assistant Regional Director for Operations			
	 Date				
Funds Available:	LOUIE RAY C. VILLARIN, CPA Regional Accountant			ALOBS No. : _____ Amount : _____	

AO 6/15/02

PO No. DSWD7-18-228