

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

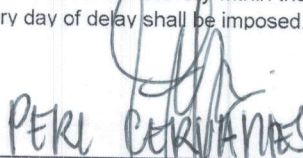


Supplier: MANHATTAN SUITES INN	PO No. DSWD7-18-236
Address: South Road, Calindagan, Dumaguete City	Date: 04/25/18
Contact No.: 422-8200	Mode of Procurement: Lease of venue
Contact Person: Perl Cervantes	TIN: 283-587-761-000

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
	pax	<p>Provision of board and lodging, catering and venue for the activity</p> <p>Title of Activity: Basic Facilitators Training on Mental Health and Psychosocial Support</p> <p>Availability:</p> <ul style="list-style-type: none">• August 28-31, 2018- Live in fullboard (4 days)-Breakfast,Lunch,Dinner, AM & PM Snacks <p>Location:</p> <ul style="list-style-type: none">• Negros Oriental <p>Neighborhood Data</p> <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. <p>Amenities</p> <p>a. <i>Conference Room</i></p> <ul style="list-style-type: none">• Use of (1) Function room (7am – 9PM) that can accommodate the indicated number of pax with no middle obstructing post/object with wide space for workshop activities• No changing of assigned function room during the duration of activity• Preferably fuction hall must be within ground floor and if not, it should be accessible through and elevator.• (Pls. specify name of function or function number in the "statement of compliance" column.)- ELENA 2• Availability of strong WIFI connection in the function room for the downloading, playing of presentation materials and videos required for the orientation seminar. <p>b. <i>Space Requirements:</i></p> <ul style="list-style-type: none">• Registration/working table for secretariat, small table near projector for Resource Person• Conference arrangement/classroom type/bus type.. <p>c. <i>Light, Ventilation and Air-conditioning</i></p> <ul style="list-style-type: none">• Proper light ventilation and air-conditioning <p>d. <i>Audio Visual Requirements:</i></p> <ul style="list-style-type: none">• Use of one LCD projectors for presentation with screens for function room.	25	1,350.00 5% 2% Total after tax	135,000.00 6,026.79 2,410.71 126,562.50
		Complete audio-visual with at least 3 microphones (2 wireless and 1 wired)			

1 of 2

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<ul style="list-style-type: none"> • There has to be on-call operator to assist in the AV needs. • Provision of extension cords • Audio-visual must be set up at least 1 hour before the activity. • No electrical charge for the use of own equipment or charging of laptops. <p>e. Room Arrangement/Requirements:</p> <ul style="list-style-type: none"> • Triple accommodation for pax with separate beds. Additional bed has to be in level with others and should not only be a mattress on the floor. • Has to be enough space to move within the room. With complimentary basic toiletries such as soap and shampoo. With free drinking water per request inside the room or with water refill station accessible in the nearby rooms. Preferably equipped with functional television. Use of WIFI connection. Rooms located 2nd floor and above should be accessible through an elevator. <p>f. Other Requirements:</p> <ul style="list-style-type: none"> • There has to be enough number of standby waiters to assist the participants. • Has to be and on call medical personnel • Use of whiteboard and Philippine Flag • Free use of parking space. • Free transportation for secretariat from office to venue on the first and last day of activity. • Provision of backdrop and welcome streamers/lobby posting. <p>Catering Services: buffet breakfast, lunch, dinner and 2 snacks (AM & PM)</p> <ul style="list-style-type: none"> • Buffet Breakfast: Rice, 3 main dishes (fish, chicken, pork, beef), dessert (preferably fruits) and drinks (coffee/hot choco) • Buffet Lunch/Dinner: Rice, Soup, appetizer, 3 main dishes (vegetable, fish, chicken, pork/beef) dessert (preferably fruits), natural juices • AM/PM Snacks: variation of pasta, pastries, bread and natural juices. • Others: Flowing coffee, purified drinking water <p>Purpose:</p> <p>Basic Facilitators Training on Mental Health and Psychosocial Support (Ref: PR No.: DSWD7-18-0238)</p>			
(Total Amount in Words)		One hundred twenty six thousand five hundred sixty two pesos and 50/100		Nett of tax	126,562.50
<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:</p> <p></p> <p>Signature over Printed Name of Supplier</p> <p>5/9/18</p> <p>Date</p>			<p>Very truly yours,</p> <p></p> <p>SHALINE MARIE S. LUCERO Director III / Assistant Regional Director for Operations</p>		
<p>Funds Available:</p> <p></p> <p>LOUIE RAY C. VILLARIN, CPA Regional Accountant</p>			<p>ALOBS No. : _____</p> <p>Amount : _____</p>		

AO 6/15/02

PO No. DSWD7-18-236