

**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: <b>GOLDEN PRINCE HOTEL AND SUITES</b>	PO No. DSWD7-18-256
Address: Acacia St. Cebu City	Date: 05/08/2018
Contact No.: 230 1500	Mode of Procurement: Lease of venue
Contact Person: Lelet Velasquez	TIN: 211-745-841-000

Gentlemen:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery:	Cebu 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
		<b>Provision of board and lodging, catering and venue for the activity</b> Title of Activity Nutrition Educator's Kit Training of Trainers  <b>Availability:</b> · <b>May 22-23, 2018</b> - Live in fullboard (2 days) -Breakfast,Lunch,Dinner, AM & PM Snacks · <b>May 24-25, 2018</b> - Live in fullboard (2 days) -Breakfast,Lunch,Dinner, AM & PM Snacks  <b>Location:</b> · Cebu City  <b>Neighborhood Data</b> · The venue must not offer short-term lodging services and not adjacent to casinos, night clubs, bar shows and funeral facilities.  <b>Amenities</b> <b>a. Conference Room</b> · Use of (1) Function room that can accommodate the indicated number of pax with no middle obstructing post/object and can be divided into 2 for breakout room as need arises; location should be available by an elevator  · No changing of assigned function room during the duration of activity  · <i>(Pls. specify name of function or function number in the "statement of compliance" column.)</i>  · Availability of strong WIFI connection in the function room for the downloading, playing of presentation materials and videos required for the orientation seminar.  <b>b. Space Requirements:</b> · Registration/working table for secretariat, small table near projector and podium for Resource Person · Classroom arrangement. Tables and chairs with 7-8pax per table  <b>c. Light, Ventilation and Air-conditioning</b> 1 of 2 · Proper light ventilation and air-conditioning	55	1,700.00	187,000.00
			55	1,700.00	187,000.00
				total before tax	<b>374,000.00</b>
				5%	16,696.43
				2%	6,678.57
				total after tax	<b>350,625.00</b>

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p><b>d. Audio Visual Requirements:</b></p> <ul style="list-style-type: none"> <li>Use of one LCD projectors for presentation with screens for function room.</li> <li>Complete audio-visual with at least 3 microphones (2 wireless and 1 wired)</li> <li>There has to be on-call operator to assist in the AV needs.</li> <li>Provision of extension cords</li> <li>Audio-visual must be set up at least 1 hour before the activity.</li> <li>No electrical charge for the use of own equipment or charging of laptops.</li> </ul> <p><b>e. Room Arrangement/Requirements:</b></p> <ul style="list-style-type: none"> <li>Double accommodation for Speakers/Resource persons.</li> <li>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.</li> <li>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 2<sup>nd</sup> floor and above should be accessible through an elevator.</li> </ul> <p><b>f. Other Requirements:</b></p> <ul style="list-style-type: none"> <li>There has to be enough number of standby waiters to assist the participants.</li> <li>Has to be and on call medical personnel</li> <li>Use of whiteboard with marker and Philippine Flag</li> <li>Free transportation for secretariat to and from the FO and hotel. Resource persons to and from the airport and hotel.</li> <li>Provision of backdrop and welcome streamers/lobby posting.</li> </ul> <p><b>Catering Services: buffet breakfast, lunch, dinner and 2 snacks (AM &amp; PM)</b></p> <ul style="list-style-type: none"> <li>Meal: Rice, Soup, appetizer/salad, 3 main dishes (vegetable, fish not creamdory, chicken, pork/beef) dessert (preferably fruits), natural juices</li> <li>AM/PM Snacks: variation of pasta, pastries, bread and natural juices.</li> <li>Others: Flowing coffee, purified drinking water</li> </ul> <p>Purpose: Nutrition Educator's Kit Training of Trainers <b>(Ref: PR No.: DSWD7-18-0334)</b></p>			

(Total Amount in Words)	Three hundred fifty thousand six hundred twenty five pesos only	Nett of tax	<b>350,625.00</b>
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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

5/10/18

Date

Very truly yours,

SHALAINE MARIE S. LUCERO  
Director IAD For Operations

Funds Available:

LOUIE RAY C. VILLARIN, CPA  
Regional Accountant

ALOBS No. :  
Amount :