

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: DOHERA HOTEL	PO No. DSWD7-18-273
Address: A.C. Cortes Ave.Mandaue City,cebu	Date: 05/10/2018
Contact No.: 420-6176	Mode of Procurement: Lease of Venue
Contact Person: Menchie Marquez	TIN: 004-275-778-000

Gentlemen:

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

Place of Delivery: Mandaue City	Delivery Term: Upon actual date of activity
Date of Delivery: May 31, 2018	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 services and venue for the activity "Orientation-Forum with LGUs on Completed Social Technologies".</p> <p>Title of Activity Orientation-Forum with LGUs on Completed Social Technologies</p> <p>Availability: Orientation-Forum with LGUs on Completed Social Technologies May 31, 2018</p> <p>(Buffet Breakfast, Lunch and Dinner and Plated AM and PM snacks) FULLBOARD</p> <p>Location: · Mandaue, City</p> <p>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</p> <p>Amenities a. Conference Room · Use of one function room (8AM - 6 PM as the maximum) that can accommodate the indicated number of pax with no middle obstructing post/object · (Pls. specify name of function or function number in the "statement of compliance" column.)- YAKAL</p> <p>b. Room Requirement: · Triple accommodation / Quadruple Room Accommodation.</p> <p>c. Space Requirements: · Fishbone arrangement · Registration and working tables for secretariat with at least 4 chairs · Small table near the projector for resource person with 1 chair.</p> <p>d. Proper Light, Ventilation and Air-conditioning</p> <p>e. Audio Visual Requirements: · Complete and good sound system with at least 3 microphones (with working batteries for wireless microphone)</p>	55	1,550.00	85,250.00
				5%	3,805.80
				2%	1,522.32
				Total after tax	79,921.88

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<ul style="list-style-type: none"> · Free use of 1 LCD projector with screen · Free use of 1 laptop computer · On-call operator f. Other Requirements: · Free vehicle transfers from and to office (AM and PM) · Free WIFI/internet connection in the function room · No electrical charge for use of DSWD Equipment · White board with pens and eraser · Extension cords (at least 3) · Philippine Flag · Stand-by waiter · Pencils on the tables (1st day only) Catering Services: Buffet breakfast, lunch, dinner and plated AM & PM · Meals – rice, soup, 2 main dishes (choices of vegetables, fish not cream dowry, chicken and pork/beef), dessert (assorted fruits in season) and natural fruit juice. · AM/PM Snack: choices of pasta, batchoy, pastries and native kakanin and natural fruit juice · Others: flowing purified drinking water and candies <p>Purpose: Orientation-Forum with LGUs on Completed Social Technologies</p> <p style="text-align: center;">(Ref: PR No.: DSWD7-17-0370)</p>			
(Total Amount in Words)		Seventy nine thousand nine hundred twenty one pesos and 88/100		Nett of tax	79,921.88
<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>					
Conforme:	<p>for: <i>for: Montoya, MENCHE MARQUEE</i> Signature over Printed Name of Supplier</p> <p><u>May 19, 2018</u> Date</p>		<p>Very truly yours, <i>Shalaine Marie S. Lucero</i> SHALAINE MARIE S. LUCERO Director III / ARD For Operations</p>		
Funds Available:	<p><i>[Signature]</i> LOUIE RAY C. VILLARIN, CPA Regional Accountant</p>		<p>ALOBS No. : _____ Amount : _____</p>		

AO 6/15/02

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