

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: JJ'S FOODLAND CORPORATION	PO No. DSWD7-18-322
Address: K of C Drive, Tagbilaran City	Date: 06/06/2018
Contact No.: (038) 501- 0566	Mode of Procurement: Lease of Venue
Contact Person: Joe Tambis	TIN: 421-744-767-000

Gentlemen:

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

Place of Delivery:	Tagbilaran 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 board and lodging, catering services and venue of the following:			
		Title of Activity:			
		Writeshop Orientation on the Development of the Comprehensive Local Juvenile Intervention Program (CLJIP) of the Bohol LGUs			
		Availability:			
	pax	1 st Batch - July 19 - 20, 2018 (40 pax)	40	1,200.00	48,000.00
	pax	2 nd Batch - July 30-31, 2018 (40 pax)	40	1,200.00	48,000.00
	pax	3 rd Batch - September 25-26, 2018 (40 pax)	40	1,200.00	48,000.00
		1 st day (PM snack & dinner with accommodation)		Total before tax	144,000.00
		2 nd day (breakfast & lunch with AM snacks)		5%	6,428.57
				2%	2,571.43
				Total after tax	135,000.00
		Location:			
		• Tagbilaran 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 (1) big function room (1pm – 7pm on the first day and 7am – 5pm on the second day) that can accommodate 50 participants with no middle obstructing post/object			
		• (Pls. specify name of function or function number in the "statement of compliance" column.)-CONFERENCE ROOM B			
		• Availability of strong WIFI connection in the function room for the downloading, playing of presentation materials and videos required for the orientation seminar.			
		a. Space Requirements:			
		• Registration/working table for secretariat, small table near the projector for Resource Person.			

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<ul style="list-style-type: none"> Classroom Type b. Room Arrangement: <ul style="list-style-type: none"> Triple Sharing Room (one single per pax) c. Light, Ventilation and Air-conditioning <ul style="list-style-type: none"> Proper light ventilation and air-conditioning d. Audio Visual Requirements: <ul style="list-style-type: none"> Use of one LCD projectors for presentation with screens for function room. Complete audio-visual with at least 2 microphones (with functional batteries if wireless) There has to be on-call operator to assist in the AV needs. 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. Free use of extension wires. a. Other Requirements: <ul style="list-style-type: none"> Provision of tarpaulin backdrop and welcome streamers. There has to be enough number of standby waiters to assist the participants. Free use of whiteboard, whiteboard pen and eraser Free writing pads and pencils There must be an available parking space for the participants' vehicle within the building. <p>Catering Services: Buffet lunch and 2 snacks (AM & PM)</p> <ul style="list-style-type: none"> Lunch: Rice, soup, 3 main dishes (fish, chicken, vegetables, pork/beef), dessert (preferably fresh fruits) AM/PM Snacks: Burger/Sandwiches/Pasta and Natural Juices No softdrinks Others: Flowing Coffee/Purified Drinking Water <p>Purpose: Writeshop Orientation on the Development of the Comprehensive Local Juvenile Intervention Program (CLJIP) of the Bohol LGUs</p> <p style="text-align: right;">(Ref: PR No.: DSWD7-18-0116)</p>			
(Total Amount in Words)		One hundred thirty five thousand pesos only		Nett of tax	135,000.00
<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><u>JOSE P. TAMBLIS</u></p> <p>Signature over Printed Name of Supplier</p> <p><u>6/19/18</u></p> <p>Date</p>		<p>Very truly yours,</p> <p>MA. EVELYN B. MACAPOBRE, CESO III Director IV</p> <p>For the Regional Director: GRACE D. RUBONG RDC - Assistant Regional Director for Administration</p>			
<p>Funds Available:</p> <p>LOUIE RAY C. VILLARIN, CPA Regional Accountant</p>		<p>ALOPS No. : _____ Amount : _____</p>			

AO 6/15/02

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