

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 Address: South Road, Calindagan, Dumaguete City Contact No.: 422-8200 Contact Person: Perl Cervantes	PO No. DSWD7-18-331 Date: 06/08/2018 Mode of Procurement: Lease of Venue TIN: 283-587-761-000
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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 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 Negros Oriental LGUs Availability: 1 st batch - July 3 to 4, 2018 (40 pax) 2 nd batch - July 5 to 6, 2018 (40 pax) 3 rd batch - July 10 to 11, 2018 (40 pax) 4 th batch - July 12 to 13, 2018 (40 pax) 5 th batch - July 17 to 18, 2018 (40 pax) 1 st day (PM snack & dinner with accommodation) 2 nd day (breakfast & lunch with AM snacks) 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 (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.)-ELENA I • Availability of strong WIFI connection in the function room for the downloading, playing of presentation materials and videos required for the orientation seminar.			
			40	1,350.00	54,000.00
			40	1,350.00	54,000.00
			40	1,350.00	54,000.00
			40	1,350.00	54,000.00
			40	1,350.00	54,000.00
				Total before tax	270,000.00
				5%	12,053.57
				2%	4,821.43
				Total after tax	253,125.00

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p>a. Space Requirements:</p> <ul style="list-style-type: none"> • Registration/working table for secretariat, small table near the projector for Resource Person. • Classroom Type <p>b. Room Arrangement:</p> <ul style="list-style-type: none"> • Triple Sharing Room (one single per pax) <p>c. Light, Ventilation and Air-conditioning</p> <ul style="list-style-type: none"> • Proper light ventilation and air-conditioning <p>d. Audio Visual Requirements:</p> <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. <p>a. Other Requirements:</p> <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:</p> <p>Writeshop Orientation on the Development of the Comprehensive Local Juvenile Intervention Program (CLJIP) of the Negros Oriental LGUs</p> <p align="center">(Ref: PR No.: DSWD7-18-0115)</p>			
(Total Amount in Words)		Two hundred fifty three thousand one hundred twenty five only		Nett of tax	253,125.00

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: PURE CERVARTE
 Signature over Printed Name of Supplier
6/19/02
 Date

Very truly yours,
MA. EVELYN B. MACAPOBRE, CESO III
 Director IV
 For the Regional Director:
GRACE Q. SUBONG
 Assistant Regional Director for Administration

Funds Available:
LOUIE RAY C. VILLARIN, CPA
 Regional Accountant

ALOBS No. : _____
 Amount : _____