

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: DIAMOND SUITES AND RESIDENCES	PO No. DSWD7-18-357
Address: No. 8 Apitong, Cor. Escario St., Cebu City	Date: 06/18/18
Contact No.: 0917-872-6375	Mode of Procurement: Lease of Venue
Contact Person: Sarah D. Sorbito	TIN: 249-799-677-00

Gentlemen:

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

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		Provision of catering and venue for the below mentioned activity. Title of Activity Training of LGUs and NGOs on Replication of Completed Social Technology Projects”: Availability: August 14-17, 2018 (Buffet Breakfast, Lunch and Dinner and Plated AM and PM snacks) FULLBOARD Location: <ul style="list-style-type: none"> • Cebu City Neighborhood Data <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. • Venue must not be near the creek Amenities <i>a. Conference Room</i> <ul style="list-style-type: none"> • 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.)-BOARDROOM <i>b. Room Requirement:</i> <ul style="list-style-type: none"> • Quadruple Room Accommodation. <i>c. Space Requirements:</i> <ul style="list-style-type: none"> • Fishbone arrangement • Registration and working tables for secretariat with at least 4 chairs • Small table near the projector for resource person with 1 chair. <i>d. Proper Light, Ventilation and Air-conditioning</i> <i>e. Audio Visual Requirements:</i> <ul style="list-style-type: none"> • Complete and good sound system with at least 3 microphones (with working batteries for wireless microphone) • Free use of 1 LCD projector with screen • Free use of 1 laptop computer • On-call operator 	35	1,500.00	210,000.00
				5%	9,375.00
				2%	3,750.00
				Net Amount	196,875.00
Place of Delivery:	Cebu City	Delivery Term:	Upon actual date of activity		
Date of Delivery:	August 14-17, 2018	Payment Term:	within 30 calendar days after the activity & receipt of billing.		

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p><i>f. Other Requirements:</i></p> <ul style="list-style-type: none"> • 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) <p>Catering Services: Buffet breakfast, lunch, dinner and plated AM & PM</p> <ul style="list-style-type: none"> • 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: Training of LGUs and NGOs on Replication of Completed Social Technology Projects”:</p>			
		(Ref: PR No.: DSWD7-18-0371)			
(Total Net Amount in Words)		One hundred ninety six thousand eight hundred seventy five pesos only			196,875.00
<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>					
Conforme:	<p><i>[Signature]</i> Signature over 8/06/18 Date</p>	<p>Very truly yours, <i>[Signature]</i> MA. EVELYN B. MACAPOBRE, CESO III Director IV</p>			
Funds Available:	<p>LOUIE RAY C. VILLARIN, CPA Regional Accountant</p>	<p>ALOBS No. : _____ Amount : _____</p>			

AO 6/15/02

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