

PURCHASE ORDER

Department of Social Welfare and Development

Field Office VII

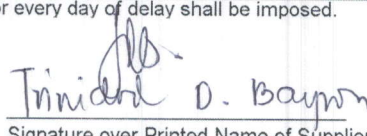
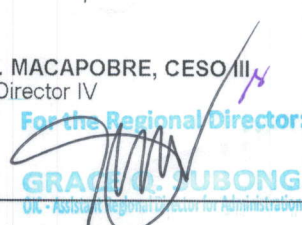
cor. MJ Cuenco Ave. & Gen. Maxilom Ave., Cebu City Tel. # 2330261, 2338785 Fax # 4129908, 2321192

Supplier:	PANDA TEA GARDEN SUITES	PO No.	DSWD7-18-373
Address:	Dao Dist. Tagbilaran City	Date:	06/22/18
Contact No.:	501-8773/422-2456	Mode of Procurement:	Lease of venue
Contact Person:	Trinidad D. Bayron	TIN:	119-179-015
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 catering and venue for the below mentioned activity			
		Title of activity : Roll -out Orientation on the use of the Registry for Children at Risk and Children in Conflict with the Law			
		Availability:			
	pax	August 14, 2018 Live out (Lunch, AM snacks with venue rental)	50	275.00	13,750.00
	pax	August 14, 2018 Live out (Dinner, PM snacks with venue rental)	53	275.00	14,575.00
	pax	August 15, 2018 Live out (Lunch, AM snacks with venue rental)	55	275.00	15,125.00
	pax	August 15, 2018 Live out (Dinner, PM snacks with venue rental)	45	275.00	12,375.00
	pax	August 16, 2018 Live out (Lunch, AM snacks with venue rental)	70	275.00	19,250.00
	pax	August 16, 2018 Live out (Dinner, PM snacks with venue rental)	50	275.00	13,750.00
	pax	August 17, 2018 Live out (Lunch, AM snacks with venue rental)	47	275.00	12,925.00
	pax	August 17, 2018 Live out (Dinner, PM snacks with venue rental)	46	275.00	12,650.00
	pax	October 16, 2018 Live out (Lunch, AM snacks with venue rental)	52	275.00	14,300.00
	pax	October 16, 2018 Live out (Dinner, PM snacks with venue rental)	45	275.00	12,375.00
	pax	October 17, 2018 Live out (Lunch, AM snacks with venue rental)	55	275.00	15,125.00
	pax	October 17, 2018 Live out (Dinner, PM snacks with venue rental)	48	275.00	13,200.00
	pax	October 18, 2018 Live out (Lunch, AM snacks with venue rental)	45	275.00	12,375.00
	pax	October 18, 2018 Live out (Dinner, PM snacks with venue rental)	49	275.00	13,475.00
	pax	October 19, 2018 Live out (Lunch, AM snacks with venue rental)	51	275.00	14,025.00
	pax	October 19, 2018 Live out (Dinner, PM snacks with venue rental)	56	275.00	15,400.00
	pax	October 23, 2018 Live out (Lunch, AM snacks with venue rental)	54	275.00	14,850.00
	pax	October 23, 2018 Live out (Dinner, PM snacks with venue rental)	52	275.00	14,300.00
	pax	October 24, 2018 Live out (Lunch, AM snacks with venue rental)	53	275.00	14,575.00
	pax	October 24, 2018 Live out (Dinner, PM snacks with venue rental)	53	275.00	14,575.00
	pax	October 25, 2018 Live out (Lunch, AM snacks with venue rental)	51	275.00	14,025.00
	pax	October 25, 2018 Live out (Dinner, PM snacks with venue rental)	49	275.00	13,475.00

Shack No.	Unit	Description	Quantity	Unit Cost	Amount	
	pax	October 26, 2018 Live out (Lunch, AM snacks with venue rental)	49	275.00	13,475.00	
	pax	October 26, 2018 Live out (Dinner, PM snacks with venue rental)	42	275.00	11,550.00	
	pax	August 14-17, 2018 Live-in (3 nights)	1	850.00	2,550.00	
	pax	October 16-19, 2018 Live-in (3 nights)	1	850.00	2,550.00	
	pax	October 23-26, 2018 Live-in (3 nights)	1	850.00	2,550.00	
Location: <ul style="list-style-type: none"> Tagbilaran City, Bohol 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. Amenities <p><i>a. Conference Room</i></p> <ul style="list-style-type: none"> Use of (1) Function room (7am – 7PM) that can accommodate the indicated number of pax; no middle obstructing post/object; with wide space for workshop activities; (Pls. specify name of function or function number in the "statement of compliance" column.)-FUNCTION 1 or PAVILLION Availability of strong WIFI connection (at least 2 mbps) in the function room for the downloading, playing of presentation materials and videos required for the orientation seminar. <p><i>b. Space Requirements:</i></p> <ul style="list-style-type: none"> Registration/working table for secretariat, small table near projector for Resource Person Classroom type Arrangement <p><i>c. Light, Ventilation and Air-conditioning</i></p> <ul style="list-style-type: none"> Proper light ventilation and air-conditioning <p><i>d. Audio Visual Requirements:</i></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 3 microphones 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. <p><i>e. Other Requirements:</i></p> <ul style="list-style-type: none"> Provision of welcome streamers. There has to be enough number of standby waiters to assist the participants. Use of whiteboard, extension cords and Philippine Flag Room Arrangement: Single Bed with air-conditioner. Catering Services: <ul style="list-style-type: none"> Meals: Rice, soup, 3 main dishes (vegetable, fish not cream dory, chicken, pork and beef), dessert (preferably fruits) and natural juices AM/PM Snacks: burger/sandwiches/pasta and natural juices Others: Flowing coffee, tea; purified drinking water, candies, nuts No softdrinks Purpose: Roll-out Orientation on the use of the Registry for Children at Risk and Children in Conflict with the Law (Ref: PR No.: DSWD7-18-0117)					Total before tax 5% 2% Total after tax	343,150.00 15,319.75 6,127.68 321,703.12
(Total net amount in word)		Three hundred twenty one thousand seven hundred three pesos and 12/100			321,703.12	
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 Date: 7/02/18		Very truly yours, MA. EVELYN B. MACAPOBRE, CESO III Director IV  GRACE O. TUBONG OK - Assistant Regional Director for Administration		
Funds Available:		LOUIE RAY C. VILLARIN, CPA Regional Accountant		2 of 3 ALOBS No. : Amount :		