

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:	HOTEL ESSENCIA	PO No.	DSWD7-18-438
Address:	Real St., Dumaguete City	Date:	07/17/18
Contact No.:	422-1136	Mode of Procurement:	Lease of venue
Contact Person:	Wilcon Cencha	TIN:	414-621-153-000
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 and venue for below mentioned activity

Title of Activity:

- **Consultative Meeting with Partners and Tribal Chieftain**
- **Regional Program Implementation Review and Planning Workshop**

Availability

Consultative Meeting with Partners and Tribal Chieftain

pax	July 19, 2018 Live-in (Full board for 1 day) -Breakfast, Lunch, Dinner, AM and PM snacks	40	1,500.00	60,000.00
pax	November 21, 2018 - Live in (Fullboard for 1 day) - Breakfast, Lunch, Dinner, AM snacks and PM snacks	94	1,500.00	141,000.00
pax	November 22, 2018 -Live out -Breakfast, Lunch, AM and PM snacks	94	550.00	51,700.00
			total before tax	252,700.00
			5%	11,281.25
			2%	4,512.50
			Gross Amount	236,906.25

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.

Amenities**a. Conference Room**

- Use of (1) Function room (7am-8pm as maximum) that can accommodate indicated number of pax; no middle obstructing post/object No changing of assigned function room during the duration of activity. Elevator must be available on the floor where the function room is located.

- (Pls. specify name of function or function number in the "statement of compliance" column.)

- Availability of WIFI connection in the function room for the downloading, playing of presentation material ~~1 of 2~~ videos required for the orientation seminar.

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p>b. Space Requirements:</p> <ul style="list-style-type: none"> World Café setting. Provision of 1 table for registration/working table for secretariat and for the laptop/projector. <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 and well-maintained audio-visual with at least 3 microphones. There has to be on-call operator to assist in the AV needs. AV must be setup at least 1 hour before the activity. No electrical charge for the use of own equipment or charging of laptops. <p>e. Room Arrangement/Requirements:</p> <ul style="list-style-type: none"> Triple accommodation for pax with separate beds. Additional bed has to be in level with others and should not only be a mattress on the floor. Has to be enough space to move within the room. With free drinking water per request inside the room or with water refill station accessible in the lobby to nearby rooms. Room for the secretariat and Resource person must be with WIFI Connection. <p>f. Other Requirements:</p> <ul style="list-style-type: none"> Use of whiteboard, extension cords and Philippine Flag Provision of backdrop and welcome streamers/lobby posting. Transportation for the secretariat from DSWD office to venue in bringing supplies and equipment in the 1st and last day. There has to be enough number of standby waiters to assist participants and on call medical personnel. Available over the counter medicine as need arises. Safe and accessible parking space available within the vicinity of the building that is available to DSWD vehicle. <p>Catering Services: buffet breakfast, lunch, dinner and 2 snacks (AM & PM)</p> <ul style="list-style-type: none"> Breakfast/Lunch/Dinner: Rice, soup, appetizer/salad, 2 main dishes (vegetable, fish, chicken, pork/beef), dessert preferably fruits and natural juices AM/PM Snacks: preferably pasta or sandwich and natural juices. No softdrinks, no cream dory Others: Flowing coffee, purified drinking water 			
		PR Ref.(PR No.DSWD7-18-0173)			
(Total net amount in word)		Two hundred thirty six thousand nine hundred six pesos and 25/100			236,906.25
<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>_____</p> <p>Signature over Printed Name of Supplier</p> <p>_____</p> <p>Date</p>	<p style="text-align: right;">Very truly yours,</p> <p style="text-align: right;">SHALAINIE MARIE S. LUCERO Director III/ ARD for Operations</p>				
<p>Funds Available:</p> <p style="text-align: center;">LOUIE RAY C. VILLARIN, CPA Regional Accountant</p>	<p>ALOBS No. : _____</p> <p>Amount : _____</p>				