

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:	BOHOL PLAZA RESORT AND RESTAURANT	PO No.	DSWD7-18-457
Address:	Mayabac,Dauis,Bohol	Date:	07/19/2018
Contact No.:	0916-414-2355	Mode of Procurement:	Lease of venue
Contact Person:	Ma. Geve O. Kapirig	TIN:	004-998-099-000
Gentlemen:			

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

Place of Delivery:	Dauis,Bohol	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

Provision of board and lodging, catering and venue for the below mentioned activity.

Title of Activity:

2018 Mid-Year Consultation Dialogue of the Federation of Senior Citizens Associations of the Philippines, Inc. (FSCAP)

Availability:

July 24-27, 2018 LIVE-IN FULLBOARD**(Buffet Breakfast, Lunch and Dinner and Plated AM and PM snacks with lunch as first provision and breakfast as last provision)****Location:**

- Tagbilaran City or Dauis, Bohol

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 one function room (7AM – 8 PM as the maximum) that can accommodate the indicated number of pax with no middle obstructing post/object. Location of the function room must be in the ground floor for easy access

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

b. Room Requirement:

- Triple accommodation with separate bed for each pax. Assigned rooms must be in the same floor of the function room. An elevator is required for 3-storey hotel to provide comfort for senior citizen and pax with special needs/

c. Space Requirements:

- Conference arrangement
- Registration and working tables for secretariat with at least 4 chairs
- Small table near the projector for resource person with 1 chair.

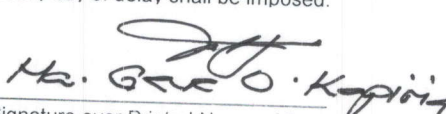


d. Proper Light, Ventilation and Air-conditioning

- Must have white light bulbs and not yellow/ dim bulbs to ensure good visual of participants for entire session

e. Audio Visual Requirements:

1 of 2

27	1,800.00	145,800.00
	5%	6,508.93
	2%	2,603.57
	Gross Amount	136,687.50

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<ul style="list-style-type: none"> Use of 1 LCD projector for presentation. Complete audio visual with at least 3 wireless microphones. There has to be standby operator to assist in the AV needs. Audio visual must be set up at least 1 hour before the activity. Available whiteboard, extension cords, Philippine flag. No electrical charge for the use of own equipment. Available WIFI connection in the function room for the downloading, playing of presentation materials and videos required for the training. <p>f. Other Requirements:</p> <ul style="list-style-type: none"> Provision of back drop and welcome streamers/lobby posting. Transportation for the secretariat from port/terminal to the venue in bringing supplies and equipments on the 1st day of activity and on the last day. There has to be enough number of standby waiters to assist participants. There has to be on call medical personnel and over-the-counter medicine <p>Catering Services: Buffet breakfast, lunch, dinner and plated AM & PM</p> <ul style="list-style-type: none"> Buffet Breakfast – rice, soup, 3 main dishes (choices of fish not cream dowry, chicken and pork/beef), dessert (preferably fruits) and hot choco/coffee Buffet Lunch/Dinner – Appetizer, rice, soup, 3 main dishes (choices of vegetable, fish not cream dowry, chicken and pork/beef), dessert (choices of fresh fruits, fruit salad, pastries like cake) and natural juices. AM/PM Snack: preferably sandwich/pasta with natural juices Others: flowing purified drinking water and candies NO SOFTDRINKS <p>Purpose: 2018 Mid-Year Consultation Dialogue of the Federation of Senior Citizens Associations of the Philippines, Inc. (FSCAP)</p> <p>PR Ref.(PR No.DSWD7-18-0591)</p>			
(Total net amount in word)		One hundred thirty six thousand six hundred eighty seven pesos and 50/100			136,687.50
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		Very truly yours,  MA. EVELYN B. MACAPOBRE, CESO III Director IV		
	Date 7/20/18				
Funds Available:	 LOUIE RAY C. VILLARIN, CPA Regional Accountant		ALOBS No. : _____ Amount : _____		

AO 6/15/02

PO No. DSWD7-18-457