

# 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:	<b>REYNA'S THE HAVEN AND GARDENS FOOD CATERING SERVICES INC.</b>	PO No.	DSWD7-18-467
Address:	New Calceta St., Tagbilaran City	Date:	07/23/2018
Contact No.:	09168269685 / 501-9571 / 09494758288	Mode of Procurement:	Lease of Venue
Contact Person:	Amada C. Omosora	TIN:	408-336-595-000
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
		<b>Provision of board and lodging, catering and venue for below mentioned activities</b>			
		Title of Activity:			
		• Consultative Meeting with Partners and Tribal Chieftain			
		Regional Program Implementation Review and Planning Workshop			
		Regional Composite Spot Check and Program Assessment			
		Availability			
		Consultative Meeting with Partners and Tribal Chieftain			
	pax	<b>July 26, 2018</b>			
		Live-in (Full board for 1 day)	40	1,188.00	47,520.00
		-Breakfast, Lunch, Dinner, AM and PM snacks			
	pax	<b>November 14, 2018</b>			
		- Live in (Fullboard for 1 day)	93	1,188.00	110,484.00
		- Breakfast, Lunch, Dinner, AM snacks and PM snacks			
	pax	<b>November 15, 2018</b>			
		-Live out	93	498.00	46,314.00
		-Breakfast, Lunch, AM and PM snacks			
	pax	<b>October 17, 2018</b>			
		- Live in (Fullboard for 1 day)	30	1,188.00	35,640.00
		- Breakfast, Lunch, Dinner, AM snacks and PM snacks			
	pax	<b>October 18, 2018</b>			
		-Live out	30	498.00	14,940.00
		-Breakfast, Lunch, AM and PM snacks			
		<b>Location:</b>			
		• Tagbilaran City			
		<b>Neighborhood Data</b>			
		The venue must not offer short-term lodging services and not adjacent to casinos, night clubs, bar shows and funeral facilities.			
		<b>Amenities</b>			
		<b>a. Conference Room</b>			
		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.)			
		<b>Azalea and Olive Room</b>			
		total before tax			<b>254,898.00</b>
		5%			11,379.38
		2%			4,551.75
		Gross Amount			<b>238,966.87</b>

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p>· Availability . . . WIFI connection in the function room for the downloading, playing of presentation materials and videos required for the orientation seminar.</p> <p><b>b. Space Requirements:</b></p> <p>· World Café setting. Provision of 1 table for registration/working table for secretariat and for the laptop/projector.</p> <p><b>c. Light, Ventilation and Air-conditioning</b></p> <p>· Proper light ventilation and air-conditioning</p> <p><b>d. Audio Visual Requirements:</b></p> <p>· Use of one LCD projectors for presentation with screens for function room.</p> <p>· Complete and well-maintained audio-visual with at least 3 microphones.</p> <p>· There has to be on-call operator to assist in the AV needs. AV must be setup at least 1 hour before the activity.</p> <p>· No electrical charge for the use of own equipment or charging of laptops.</p> <p><b>e. Room Arrangement/Requirements:</b></p> <p>· 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> <p>Note: 1 Matrimonial Bed (Bed Sharing)- 2 pax 1 Single Bed</p> <p><b>f. Other Requirements:</b></p> <p>· Use of whiteboard, extension cords and Philippine Flag</p> <p>· Provision of backdrop and welcome streamers/lobby posting.</p> <p>· Transportation for the secretariat from DSWD office to venue in brining supplies and equipment in the 1<sup>st</sup> and last day.</p> <p>· 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.</p> <p>· Safe and accessible parking space available within the vicinity of the building that is available to DSWD vehicle.</p> <p><b>Catering Services: buffet breakfast, lunch, dinner and 2 snacks (AM &amp; PM)</b></p> <p>· Breakfast/Lunch/Dinner: Rice, soup, appetizer/salad, 2 main dishes (vegetable, fish, chicken, pork/beef), dessert preferably fruits and natural juices</p> <p>· AM/PM Snacks: preferably pasta or sandwich and natural juices.</p> <p>· No softdrinks, no cream dory</p> <p>· Others: Flowing coffee, purified drinking water</p>			

PR Ref.(PR No.DSWD7-18-0178)

(Total net amount in word) Two hundred thirty eight thousand nine hundred sixty six pesos and 87/100 238,966.87

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: AMAIDA C. DOMOSORA  
Signature over Printed Name of Supplier  
7/25/18  
Date

Very truly yours, Shalaine Marie S. Lucero  
SHALAINE MARIE S. LUCERO  
Director III/ ARD for Operations

Funds Available: LOUIE RAY C. VILLARIN, CPA 2 of 2 ALOBS No. : \_\_\_\_\_  
Regional Accountant Amount : \_\_\_\_\_