

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: GOLDEN VALLEY HOTEL	PO No. DSWD7-18-486
Address: 155-A PELAEZ ST., CEBU CITY	Date: 8/23/2018
Contact No.: 0905-5222-3078	Mode of Procurement: Lease of Venue
Contact Person: MEL L. ALFEGUIOJO	TIN: 004-265-210-000

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

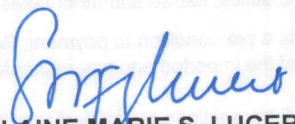

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		Provision of Board and Lodging, Catering and Venue.			
		Title of Activity Roll-out of LDI on Logistics Management for VDRC and Regional Warehouse Staff			
		Availability:			
	pax	• September 3-7, 2018	5	1,650.00	41,250.00
		- Live in fullboard (1 day with breakfast as the first provision and dinner as the last provision)			
		-Breakfast,Lunch,Dinner, AM & PM Snacks			
	pax	• September 3-7, 2018	25	750.00	93,750.00
		-Live out			
		-Breakfast,Lunch,Dinner, AM & PM Snacks			
		Location:			
		• Cebu City/Mandaue 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 – 9PM) that can accommodate the indicated number of pax with 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.) "ALICIA 6"			
		• Availability of strong WIFI connection in the function room for the downloading, playing of presentation materials and videos required for the orientation seminar.			
		b. Space Requirements:			
		• Registration/working table for secretariat, small table for the projector/laptop			
		• World Café arrangement			
		c. Light, Ventilation and Air-conditioning			
		• Proper light ventilation and air-conditioning			
		d. Audio Visual Requirements:			
		• Use of one LCD projectors for presentation with screen.			
		• Use of 1 laptop computer			
		• Complete audio-visual with at least 3 microphones (with working batteries for wireless microphone)			
		• There has to be on-call operator to assist in the AV needs.			
		• Provision of extension cords at least 3			
				Gross Amount:	135,000.00
				5%	6,026.79
				2%	2,410.71

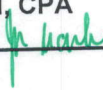
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<ul style="list-style-type: none"> • Audio-visual must be set up at least 1 hour before the activity. • No electrical charge for the use of own equipment or charging of laptops. <p>e. Room Arrangement/Requirements:</p> <ul style="list-style-type: none"> • Triple accommodation for pax with separate beds. Assigned rooms must be in the same floor of the function room. Free provision of bottled water and basic toiletries like soap & shampoo. TV and cabinet must be readily available in each room. <p>f. Other Requirements:</p> <ul style="list-style-type: none"> • There has to be enough number of standby waiters to assist the participants. • Has to be and on call medical personnel and over-the-counter medicines • Use of whiteboard, pencils on the tables (1st day only) and Philippine Flag • Free use of parking space. • Transportation for the secretariat from DSWD field office to the venue in bringing supplies and equipments on the first and last day of the activity. • Provision of backdrop and welcome streamers/lobby posting. <p>Catering Services: buffet breakfast, lunch, dinner and 2 snacks (AM & PM)</p> <ul style="list-style-type: none"> • Buffet Breakfast: Rice, 3 main dishes (vegetable, fish not cream dory, chicken, pork/beef) dessert (preferably fruits), natural fruit juices • Buffet Lunch/Dinner: Rice, soup, appetizer, 3 main dishes (vegetable, fish not creamdory, chicken, pork/beef), dessert (preferably fruits) and natural juices • AM/PM Snacks: preferably sandwich or pasta with natural juices • Others: must be natural juices(like lemon grass, calamansi, buko or cucumber juice) • Flowing Coffee / Purified Drinking Water • Strictly no softdrinks <p>Purpose: Roll-out of LDI on Logistics Management for VDRC and Regional Warehouse Staff (Ref: PR No.: DSWD7-18-0597)</p>			

(Total Amount in Words)	One Hundred Twenty Six Thousand Five Hundred Sixty Two Pesos & 50/100	Net of tax	126,562.50
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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
9/10/18
Date

Very truly yours, 
SHALAINIE MARIE S. LUCERO
Director III / ARD For Operations


Funds Available: **LOUIE RAY C. WILLARIN, CPA**
Regional Accountant 

ALOBS No. : _____
Amount : _____