

**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>SARROSA INTERNATIONAL HOTEL AND RESIDENTIAL SUITES</b>	PO No.	DSWD7-18-537
Address:	F. Cabahug St. Kasambagan, Cebu City	Date:	08/21/2018
Contact No.:	2325811 loc 112	Mode of Procurement:	Lease of Venue
Contact Person:	Jennifer Paracuelles	TIN:	220-356-956-000

Gentlemen:

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

Place of Delivery:		Cebu 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 catering and venue for the below mentioned activity.</b>			
		<b>Availability:</b>			
		• <b>Gender Sensitivity Training with SOGIE Framework</b>			
		-Live in Fullboard (breakfast as first provision and dinner as last provision)			
	pax	September 12-14, 2018	45	1,800.00	243,000.00
	pax	September 17-19, 2018	45	1,800.00	243,000.00
	pax	September 19-21, 2018	35	1,800.00	189,000.00
		• <b>Training on Gender Responsive Case Management</b>			
		-Live in Fullboard (breakfast as first provision and dinner as last provision)			
	pax	October 8-10, 2018	35	1,800.00	189,000.00
	pax	October 10-12, 2018	45	1,800.00	243,000.00
	pax	November 7-9, 2018	45	1,800.00	243,000.00
	pax	November 19-21, 2018	45	1,800.00	243,000.00
		• <b>Skills Enhancement on Effective Facilitation in the Conduct of FDS</b>			
	pax	September 12, 2018	20	350.00	7,000.00
		-Live out			
	pax	-Lunch, AM & PM Snacks w/ venue rental			
	pax	September 12, 2018	3	1,800.00	5,400.00
		-Live in fullboard (AM snack as first provision on September 12 and Breakfast as last provision on September 13)			
	pax	September 13, 2018	23	350.00	8,050.00
		-Live out			
		-Lunch, AM & PM Snacks w/ venue rental			
		• <b>Training to CSO Volunteer Resource Speaker and Newly-Hired Staff on Enhanced Family Development Session Schedule</b>			
		-Live in Fullboard (breakfast as first provision and dinner as last provision)			
	pax	September 3-5, 2018	45	1,800.00	243,000.00
	pax	September 5-7, 2018	45	1,800.00	243,000.00
		• <b>Capability Building for Parent Leaders Level 2: Parent Leaders as program Advocates</b>			
		-Live in Fullboard (breakfast as first provision and dinner as last provision)			
	pax	October 29-31, 2018	45	1,800.00	243,000.00
		<b>Location:</b>			
		• Cebu City			
		<b>Neighborhood Data</b>			
				Total before tax	<b>2,342,450.00</b>
				5%	104,573.66
				2%	41,829.46
				Net Amount	<b>2,196,046.88</b>

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<ul style="list-style-type: none"> <li>The venue must not offer short-term lodging services and not adjacent to casinos, night clubs, bar shows and funeral facilities.</li> </ul> <p><b>Amenities</b></p> <p><b>a. Conference Room</b></p> <ul style="list-style-type: none"> <li>Use of (1) Function room (7am – 8PM) that can accommodate the indicated number of pax with no middle obstructing post/object</li> <li>(Pls. specify name of function or function number in the "statement of compliance" column.)(PERIDOT/AMETHYST/SAPPHIRE /TANZA /AQUA</li> <li>Availability of strong WIFI connection in the function room for the downloading, playing of presentation materials and videos required for the orientation seminar.</li> </ul> <p><b>b. Space Requirements:</b></p> <ul style="list-style-type: none"> <li>Registration/working table for secretariat, small table for the projector/ laptop</li> <li>World café setting</li> </ul> <p><b>c. Light, Ventilation and Air-conditioning</b></p> <ul style="list-style-type: none"> <li>Proper light ventilation and air-conditioning</li> </ul> <p><b>d. Audio Visual Requirements:</b></p> <ul style="list-style-type: none"> <li>Use of one LCD projectors for presentation with screen.</li> <li>Use of 1 laptop computer</li> <li>Complete and good sound system with at least 3 microphones (with working batteries for wireless microphone)</li> <li>There has to be on-call operator to assist in the AV needs.</li> <li>Provision of extension cords at least</li> <li>No electrical charge for the use of own equipment or charging of laptops.</li> </ul> <p><b>e. Room Arrangements/requirerements</b></p> <p>Triple accomodation for pax with separate beds. Additional bed has to be in level with others and should not only be in mattress on the floor.</p> <p>Has to be enough space to move within the room. With complimentary basic toiletries such as soap and shampoo. With free drinking water per request inside the room or with water refill station accessible in the nearby rooms. Preferably equipped with functional television. Rooms located 2nd floor and above should be accessible through an elevator</p> <p><b>f. Other Requirements:</b></p> <ul style="list-style-type: none"> <li>There has to be enough number of standby waiters to assist the participants.</li> <li>Use of whiteboard, pen and eraser and Philippine Flag</li> <li>Transportation for the secretariat from DSWD office to the venue in bringing supplies and equipment in the 1<sup>st</sup> and last day.</li> </ul> <p><b>Catering Services: buffet breakfast, lunch, dinner and 2 snacks (AM &amp; PM)</b></p> <ul style="list-style-type: none"> <li>Meals: Rice, soup with vegetable/noodle, appetizer, 3 main dishes (fish, chicken, and pork/beef), fresh fruit, juice</li> <li>AM/PM Snacks: preferably sandwich or pasta with natural juices</li> <li>Flowing coffee / purified drinking water</li> <li>Strictly no softdrinks</li> </ul>			
		(Ref: PR No.: DSWD7-18-0750)			
(Total Net Amount in Words)		Two million one hundred ninety six thousand forty six pesos and 88/100			2,196,046.88
<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>08/29/18</p> <p>Date</p>		<p>Very truly yours </p> <p>MA. EVELYN B. MACAPOBRE, CESO III</p> <p>Director IV</p>			
<p>Funds Available:</p> <p>LOUIE RAY C. VILLARIN, CPA</p> <p>Regional Accountant</p>			<p>ALOBS No. : _____</p> <p>Amount : _____</p>		