

**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>GOLDEN PRINCE HOTEL AND SUITES</b>	PO No. DSWD7-18-543
Address: ACACIA STREET CORNER ARCHBISHOP REYES AVENUE CEBU CITY	Date: 8/23/2018
Contact No.: 230-1500	Mode of Procurement: Lease of Venue
Contact Person: LELET VELASQUEZ	TIN: 211-745-841-000

Gentlemen:

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

Place of Delivery:	Delivery Term: Upon Actual Date of Activity
Date of Delivery:	Payment Term: within 30 calendar days after the Activity & Receipt of Billing.

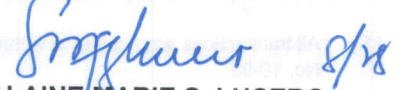
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<b>Provision of Board and Lodging, Catering and Venue.</b>			
		Title of Activity			
		<b>Joint Supplementary Feeding and Social Pension Program Implementation Review and Strategic Planning Workshop for CY 2018.</b>			
		Availability:			
	pax	• August 30-31, 2018 - Live in fullboard (2 days)	79	1,700.00 X 2	268,600.00
	pax	• September 4-5, 2018 - Live in fullboard (2 days)	79	1,700.00 X 2	268,600.00
	pax	• September 6-7, 2018 - Live in fullboard (2 days)	79	1,700.00 X 2	268,600.00
	pax	• September 11-12, 2018 - Live in fullboard (2 days)	79	1,700.00 X 2	268,600.00
	pax	• September 13-14, 2018 - Live in fullboard (2 days)	79	1,700.00 X 2	268,600.00
	pax	• September 18-19, 2018 - Live in fullboard (2 days)	79	1,700.00 X 2	268,600.00
	pax	• September 20-21, 2018 - Live in fullboard (2 days)	79	1,700.00 X 2	268,600.00
	pax	• October 2-3, 2018 - Live in fullboard (2 days)	76	1,700.00 X 2	258,400.00
	pax	• October 4-5, 2018 - Live in fullboard (2 days)	75	1,700.00 X 2	255,000.00
	pax	• October 9-10, 2018 - Live in fullboard (2 days)	73	1,700.00 X 2	248,200.00
	pax	• October 11-12, 2018 - Live in fullboard (2 days)	73	1,700.00 X 2	248,200.00
		Location:			
		• Cebu 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.) "5TH FLOOR CONVENTION (half)"			
		• 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 with at least 4 chairs, small table near projector for Resource Person with 1 chair			
		• Conference/classroom/bus-type arrangement.			
		c. Light, Ventilation and Air-conditioning			
		• Proper light ventilation and air-conditioning			
		d. Audio Visual Requirements:			
				<b>Gross Amount:</b>	<b>2,890,000.00</b>
				5%	129,017.86
				2%	51,607.14

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<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 audio-visual 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 3</li> <li>Audio-visual must be set up at least 1 hour before the activity.</li> <li>No electrical charge for the use of own equipment or charging of laptops.</li> </ul> <p><b>e. Room Arrangement/Requirements:</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>Has to be enough space to move wwithin 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.</li> </ul> <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>Has to be and on call medical personnel</li> <li>Use of whiteboard, pencils on the tables (1<sup>st</sup> day only) and Philippine Flag</li> <li>Free use of parking space.</li> <li>Free Transportation for the secretariat from DSWD field office to the venue on the first and last day of the activity.</li> <li>Provision of backdrop and welcome streamers/lobby posting.</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>Buffet Breakfast: Rice, 3 main dishes (vegetable, fish not cream dory, chicken, pork/beef) dessert (preferably fruits), drinks (coffee or hot chocolate)</li> <li>Buffet Lunch/Dinner: Rice, soup, appetizer, 3 main dishes (vegetable, fish not creamdory, chicken, pork/beef), dessert (preferably fruits) and natural juices</li> <li>AM/PM Snacks: variation of pasta, bread and pastries with natural juices</li> <li>Others: Flowing Coffee/Purified Drinking Water</li> <li>Flowing Coffee / Purified Drinking Water</li> <li>Strictly no softdrinks</li> </ul> <p align="center"><b>(Ref: PR No.: DSWD7-18-0751)</b></p>			

<b>(Total Amount in Words)</b>	<b>Two Million Seven Hundred Nine Thousand Three Hundred Seventy Five Pesos Only</b>		<b>Net of tax</b>	<b>2,709,375.00</b>
--------------------------------	--	--	-------------------	---------------------

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,  
  
**SHALAINIE MARIE S. LUCERO**  
Director III / ARD for Operations

\_\_\_\_\_  
Date

Funds Available: \_\_\_\_\_

**LOUIE RAY C. VILLARIN CPA**  
Regional Accountant

ALOBS No. : \_\_\_\_\_  
Amount : \_\_\_\_\_