

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: RICHMOND PLAZA CENTRE INC.	PO No. DSWD7-18-544
Address: F. SOTTO DRIVE, GORORDO AVENUE CEBU CITY	Date: 8/23/2018
Contact No.: 232-0361	Mode of Procurement: Lease of Venue
Contact Person: JOSE P. MABUGAT	TIN: 200-075-096-000

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
		Provision of Board and Lodging, Catering and Venue.			
		Title of Activity:			
		"Roll-out Orientation on the use of the Registry for Children at Risk and Children in Conflict with the Law"			
	pax	September 4, 2018 Live out (Lunch, AM snacks with venue rental)	45	295.00	13,275.00
	pax	September 4, 2018 Live out (Dinner, PM snacks with venue rental)	45	295.00	13,275.00
	pax	September 5, 2018 Live out (Lunch, AM snacks with venue rental)	50	295.00	14,750.00
	pax	September 5, 2018 Live out (Dinner, PM snacks with venue rental)	54	295.00	15,930.00
	pax	September 7, 2018 Live out (Lunch, AM snacks with venue rental)	47	295.00	13,865.00
	pax	September 7, 2018 Live out (Dinner, PM snacks with venue rental)	60	295.00	17,700.00
	pax	September 11, 2018 Live out (Lunch, AM snacks with venue rental)	45	295.00	13,275.00
	pax	September 11, 2018 Live out (Dinner, PM snacks with venue rental)	55	295.00	16,225.00
	pax	September 12, 2018 Live out (Lunch, AM snacks with venue rental)	59	295.00	17,405.00
	pax	September 12, 2018 Live out (Dinner, PM snacks with venue rental)	50	295.00	14,750.00
	pax	September 13, 2018 Live out (Lunch, AM snacks with venue rental)	52	295.00	15,340.00
	pax	September 13, 2018 Live out (Dinner, PM snacks with venue rental)	60	295.00	17,700.00
	pax	September 14, 2018 Live out (Lunch, AM snacks with venue rental)	50	295.00	14,750.00
	pax	September 14, 2018 Live out (Dinner, PM snacks with venue rental)	45	295.00	13,275.00
	pax	September 20, 2018 Live out (Lunch, AM snacks with venue rental)	57	295.00	16,815.00
	pax	September 20, 2018 Live out (Dinner, PM snacks with venue rental)	55	295.00	16,225.00
	pax	September 21, 2018 Live out (Lunch, AM snacks with venue rental)	52	295.00	15,340.00
	pax	September 21, 2018 Live out (Dinner, PM snacks with venue rental)	59	295.00	17,405.00
	pax	September 27, 2018 Live out (Lunch, AM snacks with venue rental)	60	295.00	17,700.00
	pax	September 27, 2018 Live out (Dinner, PM snacks with venue rental)	45	295.00	13,275.00
	pax	September 28, 2018 Live out (Lunch, AM snacks with venue rental)	55	295.00	16,225.00
	pax	September 28, 2018 Live out (Dinner, PM snacks with venue rental)	55	295.00	16,225.00
	pax	October 2, 2018 Live out (Lunch, AM snacks with venue rental)	45	295.00	13,275.00
	pax	October 2, 2018 Live out (Dinner, PM snacks with venue rental)	44	295.00	12,980.00

Stock.No.	Unit	Description	Quantity	Unit Cost	Amount
	pax	October 11, 2018 Live out (Lunch, AM snacks with venue rental)	41	295.00	12,095.00
	pax	Sept. 4 & 6, 2018 Live-in (2 nights)			
	pax	September 11-14, 2018 Live-in (3 nights)	1	1,350.00	12,150.00
	pax	September 20, 27&28, 2018 Live-in (3 nights)			
	pax	October 2, 2018 Live-in (1 night)			
Location:				Gross Amount:	391,225.00
• Metro Cebu				5%	17,465.40
Neighborhood Data				2%	6,986.16
• 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 – 7PM) that can accommodate the indicated number of pax; 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.) "ROOFTOP FUNCTION ROOM 12th floor"					
• Availability of strong WIFI connection (at least 2 mbps) 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 near projector for Resource Person					
• Classroom type 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 screens for function room.					
• Complete audio-visual with at least 3 microphones					
• There has to be on-call operator to assist in the AV needs.					
• 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.					
e. Other Requirements:					
• Provision of welcome streamers.					
• There has to be enough number of standby waiters to assist the participants.					
• Use of whiteboard, extension cords and Philippine Flag					
• Room Arrangement: Single Bed with air-conditioner.					
Catering Services:					
• Meals: Rice, soup, 3 main dishes (vegetable, fish not cream dory, chicken, pork and beef), dessert (preferably fruits) and natural juices					
• AM/PM Snacks: burger/sandwiches/pasta and natural juices					
• Others: Flowing coffee, tea; purified drinking water, candies, nuts					
• No softdrinks					
(Ref: PR No.: DSWD7-18-0126)					

(Total Amount in Words)	Three Hundred Sixty Six Thousand Seven Hundred Seventy Three Pesos & 44/100	Net of tax	366,773.44
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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: MS-MARS ACUAS-NEZI
Signature over Printed Name of Supplier
Aug 29, 2018
Date

Very truly yours, MA. EVELYN B. MACAPOBRE, CESO III
Director IV

Funds Available: LOUIE RAY C. VILLARIN, CPA
Regional Accountant of 2

ALOBS No. : _____
Amount : _____

8/29/18