

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: HOTEL PALWA	PO No. DSWD7-18-545
Address: DR. V. LOCSIN STREET, DUMAGUETE CITY	Date: 8/23/2018
Contact No.: 09177711600	Mode of Procurement: Lease of Venue
Contact Person: GLORIMAE ORLINA	TIN: 005-187-524-000

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: Bookkeeping Training for Implementing and Monitoring PDOs			
		Availability: September 3-5, 2018	46	1,500.00 X 46 X 3	207,000.00
	pax	September 6-8, 2018	46	1,500.00 X 46 X 3	207,000.00
	pax	Full Board with Breakfast as the first provision and Dinner as the last provision.			
		Location: • Dumaguete 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 <i>a. Conference Room</i> • Use of (1) Function room (7am – 9PM as the maximum) that can accommodate the indicated number of pax for the plenary and 2 break up rooms for the break up sessions. No middle obstructing post/object with wide space for workshop activities. Conference room must have soundproof wall. No changing of assigned function room during the duration of the activity. • (Pls. specify name of function or function number in the "statement of compliance" column.) <i>b. Room Requirement</i> • Triple accommodation for pax with separate beds for each pax. Additional bed has to be in level with others and should not only be a mattress in the floor. • There 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 lobby to nearby rooms. Preferably equipped with functional television. • Room for the secretariat and Resource Persons must be with WIFI connection. <i>c. Space Requirements:</i> • Conference Type Arrangement/World Café • Provision of 1 table for the registration/working table for secretariat and for the laptop/projector. • With ample space for workshops or activities like group role playing and other structured learning activities. • With elevated platform and lectern. <i>d. Audio Visual Requirements:</i> • Availability of LCD projector (of each function room as needed) for presentation. • Complete Audio Visual with at least 3 microphones (1 wired Microphone and 2 wireless microphones) (per function room). • 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. • Availability of whiteboard, extension cords and Philippine Flag.			
				Gross Amount:	414,000.00
				5%	18,482.14
				2%	7,392.86

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<ul style="list-style-type: none"> No electrical charge for the use of own equipment. Availability of WIFI connection in the function room for the downloading, playing of presentation materials and videos required of the training. <p>e. Other Requirements:</p> <ul style="list-style-type: none"> Provision of backdrop and welcome streamers/lobby posting. Transportation for the secretariat from port to the venue in bringing supplies and equipment's in the 1st and last day. There has to be on call medical personnel. At least have available over the counter medicine as need arises. Venue must be a smoke free zone in compliance to RA9211 (Tobacco Regulation Act of 2003) <p>Catering Services: 3 meals and 2 snacks</p> <ul style="list-style-type: none"> Buffet Breakfast: Rice (preferably with local root crops), 3 main courses (choice of fish, beef, chicken, pork), 1 dessert (preferable fruits), drinks (coffee or hot chocolate) Buffet Lunch and Dinner: Rice, Soup, 3 main dishes (vegetable, fish, chicken and pork/beef), dessert (preferably fruits) and natural juices. AM and PM Snacks – variation of pasta, bread, native snacks and natural/local juice such as calamansi, buko, etc. Others: Flowing Coffee/Purified Drinking Water No serving on cream dowry fish No serving of pork for the whole duration of activity for participants with special dietary needs and with religious requirements (Seventh Day Adventist and Moslems) <p align="center">(Ref: PR No.: DSWD7-18-0766)</p>			

(Total Amount in Words)	Three Hundred Eighty Eight Thousand One Hundred Twenty Five Pesos Only	Net of tax	388,125.00
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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: *Guorinae Orlina*
GUORINA ORLINA
 Signature over Printed Name of Supplier

 Date

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

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

ALOBS No. : _____
 Amount : _____

PO No. DSWD7-18-545