

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: MANHATTAN SUITES INN	PO No. DSWD7-18-546
Address: SOUTH ROAD, CALINDAGAN, DUMAGUETE CITY	Date: 8/24/2018
Contact No.: 422-8200	Mode of Procurement: Lease of Venue
Contact Person: PERY CERVANTES	TIN: 283-587-761-000

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: SLP 2018 Process Assessment			
		Availability: August 26-30, 2018			
	pax	Full Board with Breakfast as the first provision and Dinner as the last provision	8	1,350.00x8x5	54,000.00
	pax	August 31, 2018 Live-Out (AM Snacks, Lunch, PM Snacks, Dinner)	11	650.00x11	7,150.00
		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 Conference Room • Use of one (1) Function Room (8AM-5PM as the maximum) that can accommodate up to 23 pax. • (Pls. specify name of function or function number in the "statement of compliance" column.) "ELENA 3"			
		Room Requirement • 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 Person must be with WIFI connection.			
		Space Requirements: • U-shape arrangement. • With ample space for the conduct of the review. • With good internet connection • With microphone • With LCD projector • With free use of extension wires			
		Catering Services: 3 meals and 2 snacks • Buffet Breakfast: Rice (preferably with local root crops), 3 main courses (choices of fish, beef, chicken, pork), 1 dessert (preferable fruits), drinks (coffee or hot chocolate)			
				Gross Amount:	61,150.00
				5%	2,729.91
				2%	1,091.96

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<ul style="list-style-type: none"> Packed Lunch: Rice, Soup, 3 main dishes (vegetable, fish, chicken and pork/beef), dessert (preferably fruits) and natural juices. AM/PM Snacks: Variation of pasta, bread, native and natural/local juice such as calamansi, buko, etc. Others: Coffee/Purified Drinking Water No Serving on cream dowry fish <p>(Ref: PR No.: DSWD7-18-0805)</p>			
(Total Amount in Words)		Fifty Seven Thousand Three Hundred Twenty Eight Pesos & 13/100		Net of tax	57,328.13

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:

PERL CERVANTES
 Signature over Printed Name of Supplier
 8/25/18
 Date

Very truly yours,

Shalaine Marie S. Lucero
SHALAINÉ MARIE S. LUCERO
 Director III / ARD for Operations

Funds Available:

LOUIE RAY C. VILLARIN, CPA
 Regional Accountant

ALOBS No. : _____
 Amount : _____

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