

**PURCHASE ORDER**

Department of Social Welfare and Development

Field Office VII

cor. MJ Cuenco Ave. &amp; Gen. Maxilom Ave. ,Cebu City Tel. # 2330261, 2338785 Fax # 4129908, 2321192

Supplier:	<b>SARROSA INTERNATIONAL HOTEL AND RESIDENTIAL SUITES</b>	PO No.	DSWD7-18-557
Address:	F. Cabahug St. Kasambagan, Cebu City	Date:	08/31/2018
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:

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		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.	
	pax	<p><b>Provision of board and lodging, catering and venue for the below mentioned activity</b></p> <p>Title of Activity: <b>Training of Trainers on Mental Health and Psychosocial Support</b></p> <p>Availability:  <ul style="list-style-type: none"> <li>Sept.11-14, 2018</li> <li>- Live in fullboard (4 days)</li> <li>-Breakfast,Lunch,Dinner, AM &amp; PM Snacks</li> </ul> </p> <p><b>Location:</b></p> <ul style="list-style-type: none"> <li>Cebu City</li> </ul> <p><b>Neighborhood Data</b></p> <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 – 9PM) that can accommodate the indicated number of pax with no middle obstructing post/object with wide space for workshop activities</li> <li>No changing of assigned function room during the duration of activity</li> <li>Preferably fuction hall must be within ground floor and if not, it should be accessible through and elevator.</li> <li>(Pls. specify name of function or function number in the "statement of compliance" column.)- <b>BOARDROOM</b></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 near projector for Resource Person</li> <li>Conference arrangement/classroom type/bus type..</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 screens for function room.</li> <li>Complete audio-visual with at least 3 microphones (2 wireless and 1 wired)</li> <li>There has to be on-call operator to assist in the AV needs.</li> </ul>	33	1,800.00 5% 2% Total after tax	237,600.00 10,607.14 4,242.86 <b>222,750.00</b>

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<ul style="list-style-type: none"> <li>Provision of extension cords</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><i>e. Room Arrangement/Requirements:</i></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 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. Use of WIFI connection. Rooms located 2<sup>nd</sup> floor and above should be accessible through an elevator.</li> </ul> <p><i>f. Other Requirements:</i></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 and Philippine Flag</li> <li>Free use of parking space.</li> <li>Free transportation for secretariat from office to venue on the first and last day of 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 (fish, chicken, pork, beef), dessert (preferably fruits) and drinks (coffee/hot choco)</li> <li>Buffet Lunch/Dinner: Rice, Soup, appetizer, 3 main dishes (vegetable, fish, chicken, pork/beef) dessert (preferably fruits), natural juices</li> <li>AM/PM Snacks: variation of pasta, pastries, bread and natural juices.</li> <li>Others: Flowing coffee, purified drinking water</li> </ul> <p><b>Purpose:</b> Training of Trainers on Mental Health and Psychosocial Support <b>(Ref: PR No.: DSWD7-18-0816)</b></p>			

(Total Amount in Words)	Two hundred twenty two thousand seven hundred fifty pesos only	Nett of tax	<b>222,750.00</b>
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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:  Signature over Printed Name of Supplier  9/14/18 Date	Very truly yours,  <b>SHALAINIE MARIE S. LUCERO</b> Assistant Regional Director for Operations 9/14/18
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Funds Available:	<b>LOUIE RAY C. VILLARIN, CPA</b> Regional Accountant	ALOBS No. : _____ Amount : _____
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