

## PURCHASE ORDER

Department of Social Welfare and Development

Field Office VII

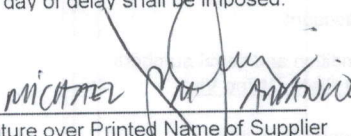
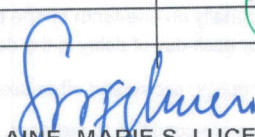
cor. MJ Cuenco Ave. &amp; Gen. Maxilom Ave., Cebu City Tel. # 2330261, 2338785 Fax # 4129908, 2321192

Supplier:	<b>ALPA HOTEL MANAGEMENT AND SERVICES INC.</b>	PO No.	DSWD7-18-558
Address:	Hernan Cortes, Brgy. Subangdaku, Mandaue City	Date:	09/03/2018
Contact No.:	422-7171	Mode of Procurement:	Lease of Venue
Contact Person:	Michael M. Amancio	TIN:	264-544-242-000
Gentlemen:			

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

Place of Delivery:	Mandaue City	Delivery Term:	Upon actual date of activity
Date of Delivery:	September 17-19, 2018	Payment Term:	within 30 calendar days after the activity & receipt of billing.

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
	pax	<p><b>Provision of board and lodging, catering and venue.</b></p> <p>Title of activity :</p> <p><b>Nationwide Roll-out of BDMS Processes and Basic Data Management to Social Welfare Assistants</b></p> <p><b>Availability:</b></p> <ul style="list-style-type: none"> <li>September 17-19, 2018</li> </ul> <p>- Live in fullboard (3 days with breakfast as the first provision and dinner as the last provision)</p> <p>-Breakfast,Lunch,Dinner, AM &amp; PM Snacks</p> <p><b>Location:</b></p> <p><b>Location:</b></p> <ul style="list-style-type: none"> <li>Cebu Province</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) big function hall that can be divided into two function room that can accommodate the indicated number of pax with no middle obstructing post/object with wide space for workshop activities</li> <li>(Pls. specify name of function or function number in the "statement of compliance" column.)-MANDAUE AND CEBU HALL</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 for the projector/ laptop</li> <li>Classroom type arrangement</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 two LCD projectors for presentation with screen.</li> <li>Use of 1 laptop computer</li> </ul>	79	1400.00	331,800.00
				5%	14,812.50
				2%	5,925.00
				Gross Amount	311,062.50

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<ul style="list-style-type: none"> <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</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. Free provision of bottled water and basic toiletries like soap &amp; shampoo.</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 and over-the-counter medicines</li> <li>• Use of whiteboard, pencils on the tables (1<sup>st</sup> day only) and Philippine Flag</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>• Meals: Rice, soup, 3 main dishes (vegetable, fish not creamdory, chicken, pork/beef), dessert (preferably fruits) and natural juices</li> <li>• AM/PM Snacks: preferably native snacks with natural juices</li> <li>• Flowing coffee / purified drinking water</li> <li>• Strictly no softdrinks</li> </ul> <p style="text-align: center;"><b>(Ref: PR No.: DSWD7-17-0758)</b></p>			
(Total net amount in word )		Three hundred eleven thousand sixty two pesos and 50/100			<b>311,062.50</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 _____ Date		Very truly yours,  <b>SHALAINE MARIE S. LUCERO</b> Director III/ ARD for Operations	
Funds Available:		<b>LOUIE RAY C. VILLARIN, CPA</b> Regional Accountant		ALOBS No. : _____ Amount : _____	

AO 6/15/02  
PO No. DSWD7-18-558