

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:	GOLDEN VALLEY HOTEL	PO No.	DSWD7-18-562
Address:	155-A Pelaez St. Cebu City	Date:	09/18/2018
Contact No.:	253-8481/ 0905-522-3078	Mode of Procurement:	Lease of Venue
Contact Person:	Mel L. Aleguijo	TIN:	004-265-210-000
Gentlemen:			

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

Place of Delivery:	Cebu City	Delivery Term:	Upon actual date of activity
Date of Delivery:	September 19-21, 2018	Payment Term:	within 30 calendar days after the activity & receipt of billing.

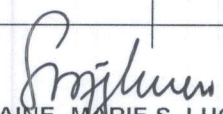
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
	pax	<p>Provision of board and lodging, catering and venue for the below mentioned activity</p> <p>Title of activity :</p> <p>Workshop on DRMD Business Process</p> <p>Availability:</p> <ul style="list-style-type: none"> September 19-21, 2018 <p>- Live in fullboard (3 day with breakfast as the 1st provision and dinner as last provision)</p> <p>-Breakfast,Lunch,Dinner, AM & PM Snacks</p> <p>Location:</p> <ul style="list-style-type: none"> Cebu City or Mandaue City <p>Neighborhood Data</p> <ul style="list-style-type: none"> The venue must not offer short-term lodging services and not adjacent to casinos, night clubs, bar shows and funeral <p>Amenities</p> <p>a. Conference Room</p> <ul style="list-style-type: none"> 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 (Pls. specify name of function or function number in the "statement of compliance" column.)-RAMON 5 Availability of strong WIFI connection in the function room for the downloading, playing of presentation materials and videos required for the orientation seminar. <p>b. Space Requirements:</p> <ul style="list-style-type: none"> Registration/working table for secretariat, small table for the projector/ laptop World Cafe Type <p>c. Light, Ventilation and Air-conditioning</p> <ul style="list-style-type: none"> Proper light ventilation and air-conditioning Must have white bulbs and not yellow/dim to ensure good visual of participants for the entire session <p>d. Audio Visual Requirements:</p> <ul style="list-style-type: none"> Use of one LCD projectors for presentation with screen. 	23	1400.00	96,600.00
				5%	4,312.50
				2%	1,725.00
				Gross Amount	90,562.50

Stock No.	Unit	Description	Quan	Unit Cost	Amount
		<ul style="list-style-type: none"> Complete audio-visual with at least 3 microphones (with working batteries for wireless microphone) There has to be on-call operator to assist in the AV needs. Provision of extension cords at least 3 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. <p>e. Room Arrangement/Requirements:</p> <ul style="list-style-type: none"> 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. 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 nearby rooms. Preferably equipped with functional television. Enough space to move within the room. <p>f. Other Requirements:</p> <ul style="list-style-type: none"> There has to be enough number of standby waiters to assist the participants. Has to be and on call medical personnel and over-the-counter medicines Use of whiteboard and Philippine Flag Provision of backdrop and welcome streamers/lobby posting. Transportation for secretariat from office to the venue in bringing supplies and equipment in the 1st and last day. SOA must be released on the last day of activity. <p>Catering Services: buffet breakfast, lunch, dinner and 2 snacks (AM & PM)</p> <ul style="list-style-type: none"> Buffet Breakfast: Rice (preferably with local root crops), 3 main dishes (choice of fish not creamdory, chicken, pork/beef), dessert (preferably fruits) and drinks (coffee or hot chocolate) Meals: Rice, soup, 3 main dishes (vegetable, fish not creamdory, chicken, pork/beef), dessert (preferably fruits) and natural juices AM/PM Snacks: variation of pasta, bread, native snacks and natural/local juice such as calamansi, pandan, lemon grass, etc. Flowing coffee / purified drinking water No serving of pork for the whole duration of activity for participants with special dietary needs. Strictly no softdrinks <p align="center">(Ref: PR No.: DSWD7-17-0809)</p>			

(Total net amount in word) Ninety thousand five hundred sixty two pesos and 50/100 90,562.50

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: MEL SANE L. ALERINO
 Signature over Printed Name of Supplier
 Date: 9/18/18

Very truly yours,

SHALAINÉ MARIE S. LUCERO
 Director III/ ARD for Operations /h

unds Available: LOUIE RAY C. VILLARIN, CPA
 Regional Accountant

ALOBS No. : _____
 Amount : _____