

**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>PANDA TEA GARDEN SUITES</b>	PO No.	DSWD7-18-573
Address:	Dao Dist. Tagbilaran City	Date:	09/10/2018
Contact No.:	501-8773/422-2456	Mode of Procurement:	Lease of Venue
Contact Person:	Trinidad D. Bayron	TIN:	119-179-015
Gentlemen:	Please furnish this Office the following articles subject to the terms and conditions contained herein:		

Place of Delivery:	• Tagbilaran City	Delivery Term:	Upon actual date of activity
Date of Delivery:	September 12-14, 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 for the below mentioned activity</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 12-14, 2018</li> <li>- Live in fullboard (3 days with breakfast as the first provision and dinner as the last provision)</li> <li>-Breakfast,Lunch,Dinner, AM &amp; PM Snacks</li> </ul> <p><b>Location:</b></p> <ul style="list-style-type: none"> <li>• Tagbilaran 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 (FUNCTION 1)</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>• 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> <li>• Complete audio-visual with at least 3<sup>1</sup> microphones (with working batteries for wireless microphone)</li> </ul>	54	1400.00	<b>226,800.00</b>
				5%	10,125.00
				2%	4,050.00
				Gross Amount	<b>212,625.00</b>



Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<ul style="list-style-type: none"> <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><b>7 e. Room Arrangement/Requirements:</b></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><b>f. Other Requirements:</b></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>1 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.: DSWD7-17-0757)</b></p>			
(Total net amount in word )		Two hundred twelve thousand six hundred twenty five pesos			<b>212,625.00</b>
<p>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.</p>					
<p>Conforme:</p> <p><i>[Signature]</i>  <u>Ronela Inan</u>  Signature over Printed Name of Supplier</p> <p><u>9/11</u>  Date</p>		<p style="text-align: right;">Very truly yours,  <i>[Signature]</i>  <b>SHALAIN MARIE S. LUCERO</b>  Director III/ ARD for Operations</p> <p style="text-align: right;"><i>9/11</i></p>			
<p>Funds Available:</p>		<p><b>LOUIE RAY C. VILLARIN, CPA</b>  Regional Accountant  <i>[Signature]</i></p>		<p>ALOBS No. : _____  Amount : _____</p>	

AO 6/15/02  
PO No. DSWD7-18-573