

**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: **GOLDEN VALLEY HOTEL**

Address: 155-A Pelaez St. Cebu City

Contact No.: 253-8481/ 0905-522-3078

Contact Person: Mel L. Aleguijo

PO No. DSWD7-18-581

Date: 09/12/2018

Mode of Procurement: Lease of Venue

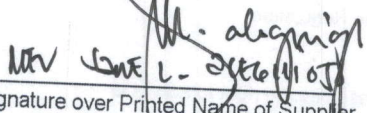
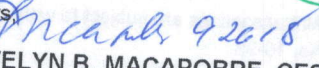
TIN: 004-265-210-000

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:		Pls. see dates stated below	Payment Term:		within 30 calendar days after the activity & receipt of billing.
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<b>Provision of catering and venue for the below mentioned activity.</b>			
		Title of Activity:			
		<b>Coordination Meeting and Technical Session to Child Welfare Assistants and Street Facilitators of Activity Centers for Sama-Bajau Children and Children in the Streets</b>			
		Availability:			
	pax	• <b>September 14, 2018</b>			
		- Live out	30	350.00	10,500.00
		- Lunch, AM & PM Snacks with venue rental			
	pax	• <b>October 26, 2018</b>			
		- Live out	30	350.00	10,500.00
		- Lunch, AM & PM Snacks with venue rental			
	pax	• <b>November 16, 2018</b>			
		- Live out	30	350.00	10,500.00
		- Lunch, AM & PM Snacks with venue rental			
		Venue rental (3 sessions)	1	2,500.00	7,500.00
		<b>Location:</b>			
		• Cebu City			
		<b>Neighborhood Data</b>			
		• The venue must not offer short-term lodging services and not adjacent to casinos, night clubs, bar shows and funeral facilities.			
		<b>Amenities</b>			
		<b>a. Conference Room</b>			
		• Use of (1) Function room (8am – 6pm) 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.)-ALICIA 6			
		• Availability of strong WIFI connection in the function room for the downloading, playing of presentation materials and videos required for the orientation seminar.			
		<b>a. Space Requirements:</b>			
		• Registration/working table for secretariat, small table for the projector/ laptop			
		• Fishbone arrangement			
		<b>a. Light, Ventilation and Air-conditioning</b>			
		• Proper light ventilation and air-conditioning			
		• Must have white bulbs and not yellow/dim to ensure good visual of participants for the entire session			
		<b>a. Audio Visual Requirements:</b>			
		• Use of one LCD projectors for presentation with screen.			
				Total before tax	<b>39,000.00</b>
				5%	1,741.07
				2%	696.43
				Total after tax	<b>36,562.50</b>



Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<ul style="list-style-type: none"> <li>• Conference arrangement/bus type/classroom type.</li> <li><b>c. Light, Ventilation and Air-conditioning</b></li> <li>• Proper light ventilation and air-conditioning</li> <li><b>d. Audio Visual Requirements:</b></li> <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> <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> <li><b>e. Room Arrangement/Requirements:</b></li> <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><b>f. Other Requirements:</b></li> <li>• There has to be enough number of standby waiters to assist the participants.</li> <li>• Pencil on 1<sup>st</sup> day</li> <li>• Has to be and on call medical personnel</li> <li>• Use of whiteboard and Philippine Flag</li> <li>• Venue must be smoke free zone in compliance to RA9211</li> <li><b>Catering Services: breakfast, lunch, dinner and 2 snacks (AM &amp; PM)</b></li> <li>• Meals: Rice, Soup, 2 main dishes (vegetable, fish, chicken, pork/beef) dessert (preferably fruits), natural juices</li> <li>• AM/PM Snacks: choices of pasta, batchoy, pastries and native kakanin and natural fruit juice</li> <li>• Others: Flowing coffee, purified drinking water</li> </ul>			
		<b>(Ref: PR No.: DSWD7-18-0834)</b>			
(Total net amount in word )		Forty six thousand two hundred sixty five pesos and 62/100			
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.					<b>46,265.62</b>
Conforme:		 Signature over Printed Name of Supplier	Very truly yours,  <b>MA. EVELYN B. MACAPOBRE, CESO III</b> Director IV		
		9/24/18 Date			
Funds Available:		<b>LOUIE RAY C. VILLARIN, CPA</b> Regional Accountant	ALOBS No. : _____ Amount : _____		

AO 6/15/02  
PO No. DSWD7-18-618