

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:	HOTEL PALWA	PO No.	DSWD7-18-595
Address:	Dr. V Locsin St. Dumaguete City	Date:	09/14/2018
Contact No.:	Glorimae Orlina	Mode of Procurement:	Lease of Venue
Contact Person:	0917-771-1600/ 422-9595	TIN:	005-187-524
Gentlemen:			

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

Place of Delivery:	Dumaguete City	Delivery Term:	Upon actual date of activity
Date of Delivery:	September 20-21, 2018	Payment Term:	128571.43 within 30 calendar days after the activity & receipt of billing.

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		Provision of board and lodging, catering and venue for the below mentioned activity			
		Title of activity : Cash Grants Workshop cum FMU Strategic Session			
		Availability:			
	pax	<ul style="list-style-type: none"> September 20, 2018 - Live in fullboard (1 day with breakfast as the first provision and dinner as the last provision) -Breakfast,Lunch,Dinner, AM & PM Snacks 	60	1600.00	96,000.00
	pax	<ul style="list-style-type: none"> September 21, 2018 -Live out -Breakfast,Lunch,Dinner, AM & PM Snacks 	60	800.00	48,000.00
		Location:			
		<ul style="list-style-type: none"> Negros Oriental Province 			
		Neighborhood Data			
		<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 facilities. 			
		Amenities			
		a. Conference Room			
		<ul style="list-style-type: none"> 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 (Pls. specify name of function or function number in the "statement of compliance" column.)- 4TH FLOOR FUNCTION ROOM Availability of strong WIFI connection in the function room for the downloading, playing of presentation materials and videos required for the orientation seminar. 			
		b. Space Requirements:			
		<ul style="list-style-type: none"> Registration/working table for secretariat, small table for the projector/ laptop 			
		c. Light, Ventilation and Air-conditioning			
		<ul style="list-style-type: none"> Proper light ventilation and air-conditioning 			
		d. Audio Visual Requirements:			
		<ul style="list-style-type: none"> Use of two LCD projectors for presentation with screen. Use of 1 laptop computer 			
				5%	6,428.57
				2%	2,571.43
				Gross Amount	135,000.00

Stock No.	Unit	Description	Quantity	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 • 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. e. Room Arrangement/Requirements: <ul style="list-style-type: none"> • Triple accommodation for pax. Free provision of bottled water and basic toiletries like soap & shampoo. f. Other Requirements: <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, pencils on the tables (1st day only) and Philippine Flag • Provision of backdrop and welcome streamers/lobby posting. Catering Services: buffet breakfast, lunch, dinner and 2 snacks (AM & PM) <ul style="list-style-type: none"> • Meals: Rice, soup, appetizer/salad, 3 main dishes (vegetable, fish not creamdory, chicken, pork/beef), dessert (preferably fruits) and natural juices • AM/PM Snacks: preferably native snacks with natural juices • Flowing coffee / purified drinking water • Strictly no softdrinks <p style="text-align: center;">(Ref: PR No.: DSWD7-18-0779)</p>			

(Total net amount in word) One hundred thirty five thousand pesos only **135,000.00**

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: *Orlina*
GLORIMAE ORLINA
 Signature over Printed Name of Supplier

 9/19/18

 Date

Very truly yours, *Shalaine Marie S. Lucero*
SHALAINÉ MARIE S. LUCERO
 Director III/ ARD for Operations
 9/17/18

Funds Available: *Louie Ray C. Villarín*
LOUIE RAY C. VILLARIN, CPA
 Regional Accountant

ALOBS No. : _____
 Amount : _____