

PURCHASE ORDER

Department of Social Welfare and Development

Field Office VII

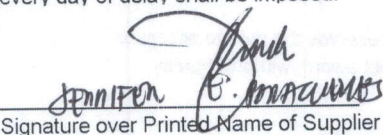
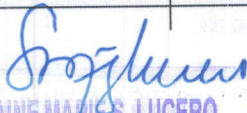
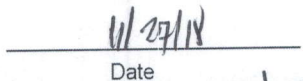
cor. MJ Cuenco Ave. & Gen. Maxilom Ave., Cebu City Tel. # 2330261, 2338785 Fax # 4129908, 2321192

Supplier:	SARROSA INTERNATIONAL HOTEL AND RESIDENTIAL SUITES	PO No.	DSWD7-18-600
Address:	F. Cabahug St. Kasambagan, Cebu City	Date:	09/18/2018
Contact No.:	2325811 loc 112	Mode of Procurement:	Lease of Venue
Contact Person:	Jennifer Paracuelles	TIN:	220-356-956-000
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:	December 6-7, 2018	Payment Term:	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 : Business Process Requirement Analysis Workshop			
		Availability:			
	pax	• December 6-7, 2018 - Live in fullboard (2 days with breakfast as the first provision and dinner as the last provision)	27	1800.00	97,200.00
	pax	-Breakfast,Lunch,Dinner, AM & PM Snacks • December 6-7, 2018 -Live out -Lunch, AM & PM Snacks	4	350.00	2,800.00
		Location:			
		• Cebu City or Mandaue City			
		Neighborhood Data			
		• 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			
		• 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.)- EMERALD HALL			
		• 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:			
		• Registration/working table for secretariat, small table for the projector/ laptop			
		• Conference Type Arrangement			
		c. Light, Ventilation and Air-conditioning			
		• Proper light ventilation and air-conditioning			
		d. Audio Visual Requirements:			
		• Use of one LCD projectors for presentation with screen.			
		• Use of 1 laptop computer			
		• Complete audio-visual with at least 3 microphones (with working batteries for wireless microphone)			
				5%	4,464.29
				2%	1,785.71
				Gross Amount	93,750.00

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<ul style="list-style-type: none"> • 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>a. 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. Use of wifi connection. Rooms located 2nd floor and above should be accessible through an elevator. <p>a. 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, pencils on the tables (1st day only) and Philippine Flag • Free use of parking space. • Transportation for the secretariat from DSWD field office to the venue in bringing supplies and equipments on the first and last day of the activity. • Provision of backdrop and welcome streamers/lobby posting. <p>Catering Services: buffet breakfast, lunch, dinner and 2 snacks (AM & PM)</p> <ul style="list-style-type: none"> • Meals: Rice, soup, appetizer, 3 main dishes (vegetable, fish not creamdory, chicken, pork/beef), dessert (preferably fruits) and natural juices • AM/PM Snacks: preferably sandwich or pasta with natural juices • Others: must be natural juices(like lemon grass, calamansi, buko or cucumber juice) • Flowing coffee / purified drinking water • Strictly no softdrinks <p style="text-align: center;">(Ref: PR No.: DSWD7-17-756)</p>			93,750.00
(Total net amount in word)		Ninety three thousand seven hundred fifty pesos only			
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		Very truly yours,  SHALAINE MARIE S. LUCERO Director III / Assistant Regional Director for Operations	
		 Date			
Funds Available:		LOUIE RAY C. VILLARIN, CPA Regional Accountant		ALOBS No. : _____ Amount : _____	