

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 & RESIDENTIAL SUITES Address: F. CABAUG ST., KASAMBAGAN CEBU CITY Contact No.: 232-5811 Contact Person: JENNIFER E. PARACUELLES	PO No. DSWD7-18-602 Date: 9/19/2018 Mode of Procurement: Lease of Venue TIN: 230-350-956-000
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Gentlemen:
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery:		Delivery Term:	Upon Actual Date of Activity
Date of Delivery:	CEBU CITY	Payment Term:	within 30 calendar days after the Activity & Receipt of Billing.

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
	pax	Provision of Board and Lodging, Catering and Title of Activity: "Regional Consultation Workshop on Enhancing the Philippine Social Protection Operational Framework" Availability: • September 26-29, 2018 - Live in fullboard (3 days with lunch as the 1st provision on September 26 and breakfast & AM Snack as last provision on September 29) - Breakfast,Lunch,Dinner, AM & PM Snacks Location: • Cebu 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 – 8pm) 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 1" • 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/fishbowl arrangement c. Light, Ventilation and Air-conditioning • Proper light ventilation and air-conditioning • Must have white bulbs and not yellow/dim to ensure good visual of participants for the entire session 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) • 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.	29	1,700.00 X 29 X 3	147,900.00
				5%	6,602.68
				2%	2,641.07

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<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. Hotel must have enough parking space within their building premise especially for the vehicles of the DSWD and 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. <p>Catering Services: buffet breakfast, lunch, dinner and 2 snacks (AM & PM)</p> <ul style="list-style-type: none"> • Buffet Meals: Rice, soup, 3 main dishes (vegetable, fish not creamdory, chicken, prok/beef), dessert (choice of fresh fruits, fruit salad, or pastries like cake) and natural juices • AM/PM Snacks: preferably sandwich or pasta with natural juices (lemon grass, buko, lemon, watermelon or calamansi juice) • Flowing coffee / purified drinking water • Strictly no softdrinks <p>f. Others:</p> <ul style="list-style-type: none"> • Hotel/Venue must be compliant to RA 9211-Tobacco Regulation Act of 2003 			

(Ref: PR No.: DSWD7-18-0843)

(Total Amount in Words)

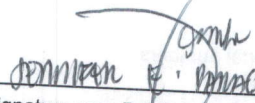
One Hundred Thirty Eight Thousand Six Hundred Fifty Six Pesos & 25/100

Net of tax

138,656.25


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

 Date
 9/21/18

Very truly yours,

MA. EVELYN B. MACAPOBRE, CESO III
 Director IV
 For the Regional Director:

SHARINE MARIE S. LUCERO
 Director III / Assistant Regional Director for Operations

Funds Available:

LOUIE RAY C. MILLARIN, CPA
 Regional Accountant

ALOBS No. : _____
 Amount : _____

PO No. DSWD7-18-602