

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.	DSWD7-18-631
Address:	F. Cabahug St. Kasambagan, Cebu City	Date:	09/28/2018
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:	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
		Provision of board and lodging, catering and venue for the below mentioned activity			
		Title of activity :			
		Training on Knowledge Product Development for MPDOs and Records Management Orientation for SLP Administrative Assistants			
		Availability:			
		Training on Knowledge Product Development for MPDOs			
	pax	October 3-5, 2018	51	1500.00	229,500.00
	pax	October 10-12, 2018	50	1500.00	225,000.00
	pax	October 17-19, 2018	50	1500.00	225,000.00
		Records Management Orientation for SLP AAs			
	pax	November 7-9, 2018	40	1500.00	180,000.00
		Full Board with Breakfast as the first provision and dinner as the last provision			859,500.00
		Location:		5%	38,370.54
		• Cebu City		2%	15,348.21
		Neighborhood Data		Gross Amount	805,781.25
		• The venue must not offer short-term lodging services and not adjacent to casinos, night clubs, bar shows and funeral facilities.			
		Amenities			
		Conference Room			
		• Use of one (1) Function Room (7AM-9PM as the maximum) that can accommodate the indicated number of pax. No middle obstructing post/object with wide space for workshop activities. Conference room must have soundproof wall. No changing of assigned function room during the duration of the activity.			
		• (Pls. specify name of function or function number in the "statement of compliance" column.)- PERIDOT/AMETHYST/BOARDROOM/SAPPHIRE/GARNET HALL			
		Room Requirement			
		• Triple accommodation for pax with separate beds for each pax.			
		• Additional bed has to be in level with others and should not only be a mattress in 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 lobby or nearby rooms.			

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<ul style="list-style-type: none"> • Preferably equipped with functional television. • Room for the secretariat and Resource Persons must be with WIFI connection. <p>Space Requirements:</p> <ul style="list-style-type: none"> • Conference Type Arrangement / World Cafe • Provision of 1 table for the registration/working table for secretariat and for the laptop/projector. • With ample space for workshops or activities like group role playing and other structured learning activities. • With elevated platform and lectern. <p>Audio Visual Requirements:</p> <ul style="list-style-type: none"> • Availability of LCD projector (of each function room as needed) for presentation. • Complete Audio Visual with at least 3 microphones (1 wired Microphone and 2 wireless microphones). There has to be on call operator to assist in the AV needs. Audio Visual must be set up at least 1 hour before the activity. • Availability of whiteboard, extension cords, and Philippine Flag. • No electrical charge for the use of own equipment. • Availability of WIFI connection in the function room for the downloading, playing of presentation materials and videos required of the training. <p>Catering Services: 3 meals and 2 snacks</p> <ul style="list-style-type: none"> • Buffet Breakfast: Rice (preferably with local root crops), 3 main courses (choices of fish, beef, chicken, pork), 1 dessert (preferable fruits), drinks (coffee or hot chocolate) • Buffet Lunch and Dinner: Rice, Soup, 3 main dishes (vegetable, fish, chicken and pork/beef), dessert (preferably fruits) and natural juices. • AM/PM Snacks: Variation of pasta, bread, native and natural/local juice such as calamansi, buko, etc. • Others: Flowing Coffee/Purified Drinking Water • No Serving on cream dowry fish • No serving of pork for the whole duration of activity for participants with special dietary needs and with religious requirements (Seventh Day Adventist and Moslems) <p>Other Requirements:</p> <ul style="list-style-type: none"> • Provision of Backdrop and Welcome streamers/Lobby posting. Transportation for the secretariat from FO to the venue in bringing supplies and equipment's in the 1st and last day. There has to be enough number of stand-by waiters to assist the participants. There has to be on call medical personnel. At least have available over the counter medicine as need arises. Venue must be a smoke free zone in compliance to RA9211 (Tobacco Regulation Act of 2003) <p align="center">(Ref: PR No.: DSWD7-18-0861)</p>			
(Total net amount in word)		Eight hundred five thousand seven hundred eighty one pesos and 25/100			805,781.25
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 10/02/18 Date	Very truly yours,		 MA. EVELYN B. MACAPOBRE, CESO III Director IV For the Regional Director:  GRACE O. SUBONG OIC - Assistant Regional Director for Administration
Funds Available:		LOUIE RAY G. VILLARIN, CPA Regional Accountant	ALOBS No. : Amount :		

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