

**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:	<b>ALPA HOTEL MANAGEMENT AND SERVICES INC.</b>	PO No.	DSWD7-18-632
Address:	Hernan Cortes, Brgy. Subangdaku, Mandaue City	Date:	10/01/2018
Contact No.:	422-7171	Mode of Procurement:	Lease of Venue
Contact Person:	Michael M. Amancio	TIN:	264-544-242-000

Gentlemen:

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

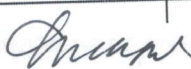
Place of Delivery:	Mandaue City	Delivery Term:	Upon actual date of activity
Date of Delivery:	Pls. see dates stated below	Payment Term:	within 30 calendar days after the activity & receipt of billing.


Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<b>Provision of catering and venue for the below mentioned activity</b>			-
		Title of activity :			
		<b>Consultation Dialogue with Stakeholders cum Advocacy on Laws for Senior Citizens and Persons with Disability</b>			
		<b>Availability:</b>			
	pax	• <b>October 4, 2018</b>	48	730.00	35,040.00
		- Live out			
		- Lunch, Dinner, AM & PM Snacks with venue rental			
	pax	• <b>October 5, 2018</b>	48	730.00	35,040.00
		- Live out			
		- Lunch, Dinner, AM & PM Snacks with venue rental			
		<b>Location:</b>			
		• Mandaue 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 (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.)-CEBU 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>b. Space Requirements:</b>			
		• Registration/working table for secretariat, small table for the projector/ laptop			
		• Classroom type/bust type arrangement			
		<b>c. 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>d. Audio Visual Requirements:</b>			
		1 of 2			
				5%	3,128.57
				2%	1,251.43
				<b>Gross Amount</b>	<b>65,700.00</b>

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<ul style="list-style-type: none"> <li>• Use of one LCD projectors for presentation with screen.</li> <li>• Use of 1 laptop computer</li> <li>• Complete audio-visual with at least 3 microphones (with working batteries for wireless microphone)</li> <li>• There has to be on-call operator to assist in the AV needs.</li> <li>• Provision of extension cords at least 3</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> </ul> <p><b>e. Other Requirements:</b></p> <ul style="list-style-type: none"> <li>• There has to be enough number of standby waiters to assist the participants.</li> <li>• Has to be and on call medical personnel and over-the-counter medicines</li> <li>• Use of whiteboard and Philippine Flag</li> <li>• Free use of parking space</li> <li>• Provision of backdrop and welcome streamers/lobby posting.</li> <li>• Preferably function hall must be within the ground floor and if not, it should be accessible through elevator. <b>PWD/Senior Citizens accessibility features</b> like use of elevator, comfort room, handrails, lanes.</li> <li>• Venue must be a smoke free zone in compliance to RA9211 (Tobacco Regulation Act of 2003)</li> </ul> <p><b>Catering Services: buffet lunch, dinner and 2 snacks (AM &amp; PM)</b></p> <ul style="list-style-type: none"> <li>• Meals: 3 main course (fish not creamdory, meat &amp; chicken),vegetable, hot soup, rice, fresh fruit/salad, fruit juice</li> <li>• AM/PM Snacks: variation of pasta, bread and pastries with fruit juice</li> <li>• Flowing coffee / tea &amp; purified drinking water</li> <li>• Strictly no softdrinks</li> </ul> <p style="text-align: center;"><b>(Ref: PR No.: DSWD7-18-0863)</b></p>			<b>65,700.00</b>

(Total net amount in word) Sixty five thousand seven hundred 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.

Very truly yours,   
**MA. EVELYN B. MACAPOBRE, CESO III**  
**Director IV**

Conforme:   
 Signature over Printed Name of Supplier  
 10/02/18  
 Date

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

ALOBS No. : \_\_\_\_\_  
 Amount : \_\_\_\_\_