# 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: | **PANDA TEA GARDEN SUITES** | PO No. | DSWD7-18-722 |
|---|---|---|---|
| Address: | Dao Dist. Tagbilaran City | Date: | 11/13/2018 |
| Contact No.: | 501-8773/422-2456 | Mode of Procurement: | Lease of Venue |
| Contact Person: | Trinidad D. Bayron | TIN: | 119-179-015 |

Gentlemen:

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

| Place of Delivery: | Tagbilaran 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 | Desciption | Quantity | Unit Cost | Amount |
|---|---|---|---|---|---|
| | | **Provision of board and lodging, catering and venue for the below mentioned activity**<br><br>Title of activity :<br><br>**SLP IPCR Assessment cum Consultation with SLP staff**<br><br>**Availability:** | | | |
| | pax | **November 15 - 16, 2018**<br>Full Board with Breakfast as the first provision and Dinner as the last provision | 10 | 1,400.00 | 28,000.00 |
| | pax | **November 15, 2018**<br>Live out: Breakfast, AM Snacks, Lunch, PM Snacks and Dinner | 35 | 750.00 | 26,250.00 |
| | pax | **November 16, 2018**<br>Live out: Breakfast, AM Snacks, Lunch, PM Snacks and Dinner | 32 | 750.00 | 24,000.00 |
| | | | | | **78,250.00** |
| | | **Location:**<br>• Tagbilaran City | | 5%<br>2%<br>total after tax | 3,493.30<br>1,397.32<br>**75,234.37** |

**Neighborhood Data**

• 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 1 Function Room (7AM – 9PM as the maximum) that can accommodate the indicated number of pax.

• 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.)-FUNCTION 2*

*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

| Stock No. | Unit | Desciption | Quan | Unit Cost | Amount |
|---|---|---|---|---|---|
| | | • 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 to nearby rooms.<br>• Preferably equipped with functional television.<br>• Room for the secretariat and Resource Persons must be with WIFI connection.<br><br>**_Space Requirements: Classroom Type_**<br>• Provision of 1 table for the registration/working table for secretariat and for the laptop/projector.<br><br>• With ample space for workshops or activities like group role playing and other structured learning activities.<br>• With elevated platform and lectern.<br><br>**Audio Visual Requirement**<br>• Availabity of LCD projector (of each function room as needed) for presentation.<br><br>• 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.<br>• Audio visual must be set up at least 1 hour before the activity.<br>• Availability of whiteboard, extension cords, and Philippine Flag.<br>• No electrical charge for the use of own equipment.<br>• Availability of WIFI connection in the function room.<br><br>**Catering Services: 3 meals and 2 snacks**<br>• Buffet Breakfast: Rice (preferably with local roots crops), 3 main courses (choice of fish, beef, chicken, pork), 1 dessert (preferable fruits), drinks (coffee or hot chocolate)<br>• Buffet Lunch and Dinner: Rice, Soup, 3 main dishes (vegetable, fish, chicken and pork/beef), dessert (preferably fruits) and natural juices<br>• AM/PM Snacks: Variation of pasta, bread, native snacks and natural/local juice such as calamansi, buko, etc.<br>• Others: Coffee/Purified Drinking Water<br>• No serving on cream dowry fish<br>**Other Requirements**<br>• Provision of Backdrop and Welcome streamers/Lobby posting<br>• Venue must be a smoke free zone in compliance to RA9211 (Tobacco Regulation Act of 2003)<br><br>Purpose:<br>SLP IPCR Assessment cum Consultation with SLP staff<br>**(Ref: PR No.: DSWD7-18-0974)** | | | |
| (Total Net Amount in Words) | Seventy five thousand two hundred thirty four pesos and 37/100 | | | | 75,234.37 |

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:

Trinidad D. Baynn

Signature over Printed Name of Supplier

11/14/8

Date

Very truly yours,

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

GRACE C. SUBONG
OIC - Assistant Regional Director for Administration

11/14

Funds Available:

LOUIE RAY C. VILLARIN, CPA
Regional Accountant

ALOBS No.:
Amount:

AO 6/15/02

PO No. DSWD7-18-722