

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:	AZIA SUITES AND RESIDENCES INC.	PO No.	DSWD7-18-723
Address:	Rahman Ext. Cebu City	Date:	11/14/2018
Contact No.:	260-1111/0916-509-9761	Mode of Procurement:	Lease of Venue
Contact Person:	KC Lyn L. Salomon	TIN:	418-453-920-000

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 statement

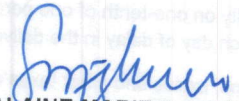
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		Provision of board and lodging, catering and venue for the below mentioned activity			
		Title of activity :			
		Orientation on the Learner's Reference Number Encoding Module with Hands on Session			
		Availability:			
	pax	• November 15, 2018 (Live in Fullboard with breakfast as first provision and dinner as last provision) Breakfast, Lunch, Dinner, AM and PM Snacks	30	1,800.00	54,000.00
	pax	• November 16, 2018 (Live-out) Lunch, AM and PM Snacks	30	350.00	10,500.00
				Total before tax	64,500.00
				5%	2,879.46
				2%	1,151.79
				Total after tax	60,468.75
		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) Big Function room that be divided into two function room 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.)			
		• No changing of assigned function room during the duration.			
		• Availability of 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			
		• Classroom type 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 two LCD projector for presentation with screen.			

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<ul style="list-style-type: none"> • Complete audio-visual with at least 3 microphones (with working batteries for wireless microphone) in each function room. • There has to be on-call operator to assist in the AV needs. • Use of whiteboard, extension cords and Philippine flag • 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><i>e. Room Arrangement/Requirements:</i></p> <ul style="list-style-type: none"> • Triple accommodation for pax. 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. <p><i>f. Other Requirements:</i></p> <ul style="list-style-type: none"> • Provision of backdrop and welcome streamers/lobby posting. • There has to be enough number of standby waiters to assist the participants • There has to be on call medical personnel <p>Catering Services: guided buffet breakfast, lunch, dinner and 2 snacks (AM & PM)</p> <ul style="list-style-type: none"> • Meals: Rice, soup, 3 main dishes (choice of vegetable, fish not creamdory, chicken, pork/beef), dessert and natural juices • AM/PM Snacks: preferably native delicacies and natural juices • Flowing coffee/ purified drinking water • Strictly no softdrinks <p style="text-align: center;">(Ref: PR No.: DSWD7-18-0976)</p>			

(Total Net Amount in Words) Sixty thousand four hundred sixty eight pesos and 75/100 **60,468.75**

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: KC LYN SALMON
 Signature over Printed Name of Supplier
6/14/18
 Date

Very truly yours,

SHALAINA MARIE S. LUCERO
 Director III/ ARD for Operations

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

ALOBS No. : _____
 Amount : _____

AO 6/15/02
 PO No. DSWD7-18-723