

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:	EXPRESS INN CORPORATION	PO No.	DSWD7-18-727
Address:	Osmena Boulevard, Cebu City	Date:	11/20/2018
Contact No.:	09331273767	Mode of Procurement:	Lease of Venue
Contact Person:	Milagros G. Silot	TIN:	288-402-687-000

Gentlemen:

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

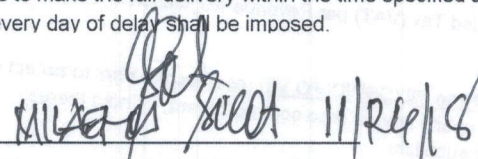
Place of Delivery:	Cebu City	Delivery Term:	Upon actual date of activity
Date of Delivery:	Pls. see dates stated below	Payment Term:	within 30 calendar days after the activity & receipt of billing.


Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		Provision board of catering and venue for the below mentioned activity			
		Title of activity :			
		Training Workshop on Project Monitoring and Evaluation			
		Availability:			
	pax	<ul style="list-style-type: none"> November 27-28, 2018 - Live in fullboard (2 days with breakfast as the first provision and dinner as the last provision) -Breakfast,Lunch,Dinner, AM & PM Snacks 	44	1,500.00	132,000.00
	pax	<ul style="list-style-type: none"> November 29, 2018 - Live out -Breakfast,Lunch,Dinner, AM & PM Snacks 	44	750.00	33,000.00
		Location:			
		<ul style="list-style-type: none"> Cebu City 			
		Neighborhood Data			
		<ul style="list-style-type: none"> 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			
		<ul style="list-style-type: none"> Use of (1) function hall 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.)- Plaridel function hall w/ the swimming pool amenities 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:			
		<ul style="list-style-type: none"> Registration/working table for secretariat, small table for the projector/ laptop World café arrangement 			
		c. Light, Ventilation and Air-conditioning			
		<ul style="list-style-type: none"> Proper light ventilation and air-conditioning 			
		d. Audio Visual Requirements:			
		<ul style="list-style-type: none"> Use of two 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) 			
				5%	7,366.07
				2%	2,946.43
				total after tax	154,687.50

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<ul style="list-style-type: none"> • There has to be on-call operator to assist in the AV needs. • Provision of extension cords • 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. 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. Free provision drinking water per request inside the room or with water refill station accessible in the lobby to nearby rooms and basic toiletries like soap & shampoo. Room for the secretariat and resource persons must be with WIFI connection. <p><i>f. Other Requirements:</i></p> <ul style="list-style-type: none"> • There has to be enough number of standby waiters to assist the participants. • Has to be and on call medical personnel and over-the-counter medicines • Transportation for the secretariat from DSWD office to the venue in bringing supplies and equipment on the 1st and last day. • 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"> • Breakfast: Rice (preferably with local root crops, 3 main dishes (fish, chicken, pork/beef), dessert (preferably fruits) and drinks (coffee/hot choco) • Meals: Rice, soup, 3 main dishes (vegetable, fish, chicken, pork/beef), dessert (preferably fruits) and natural juices • AM/PM Snacks: preferably native snacks with natural juices • Flowing coffee / purified drinking water • Strictly no softdrinks • No serving of pork for the whole duration of activity for participants with special dietary needs. <p>Purpose: Training Workshop on Project Monitoring and Evaluation (Ref: PR No.: DSWD7-18-0937)</p>			


(Total Net Amount in Words)	One hundred fifty four thousand six hundred eighty seven pesos and 50/100			154,687.50
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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:  11/26/18
 Signature over Printed Name of Supplier

Very truly yours, 
SHALAINIE MARIE S. LUCERO
 Director III/ ARD for Operations

Date: _____

Funds Available: <u></u> MARIE RAY G. MILLARIN, CPA Regional Accountant	ALOBS No.: _____ Amount: _____
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