

PURCHASE ORDER

Department of Social Welfare and Development

Field Office VII

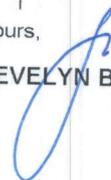
cor. MJ Cuenco Ave. & Gen. Maxilom Ave. ,Cebu City Tel. # 2330261, 2338785 Fax # 4129908, 2321192

Supplier:	GOLDEN VALLEY HOTEL	PO No.	DSWD7-18-734
Address:	155-A Pelaez St. Cebu City	Date:	11/23/2018
Contact No.:	253-8481/ 0905-522-3078	Mode of Procurement:	Lease of Venue
Contact Person:	Mel L. Aleguijo	TIN:	004-265-210-000
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 :			
		Budget Consultation with CSO			
		Availability:			
	pax	<ul style="list-style-type: none"> November 26, 2018 (Live in Fullboard with Breakfast as first provision and dinner as last provision) 	30	1400.00	42,000.00
		Breakfast, Lunch, Dinner, AM and PM Snacks			
	pax	<ul style="list-style-type: none"> November 26, 2018 (Live-out) 	20	550.00	11,000.00
		Lunch, AM and PM Snacks			
	pax	<ul style="list-style-type: none"> November 27, 2018 (Live out) 	50	650.00	32,500.00
		Breakfast, Lunch, AM and PM Snacks			
		Location:			
		<ul style="list-style-type: none"> Cebu City 			
		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			
		<ul style="list-style-type: none"> Use of (1) Function room (6am – 7pm) 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.)- ALICIA 5 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. 			
		a. Space Requirements:			
		<ul style="list-style-type: none"> Registration/working table for secretariat, small table for the projector/ laptop Conference/fish bowl type arrangement 			
		a. Light, Ventilation and Air-conditioning 1 of 2			
		<ul style="list-style-type: none"> Proper light ventilation and air-conditioning 			
				5%	3,816.96
				2%	1,526.79
				Gross Amount	80,156.25

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<ul style="list-style-type: none"> • Must have white bulbs and not yellow/dim to ensure good visual of participants for the entire session <p>a. Audio Visual Requirements:</p> <ul style="list-style-type: none"> • Use of one LCD projector for presentation with screen. • Complete audio-visual with at least 3 microphones (with working batteries for wireless microphone) • 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>a. Room Arrangement/Requirements:</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. Room for the secretariat and resource persons must be with WIFI connection <p>a. Other Requirements:</p> <ul style="list-style-type: none"> • Provision of Backdrop and Welcome Streamers/lobby posting. • Has ramp or easy access to PWD participants. Ramp or elevator must be direct to the function room • There has to be enough number of standby waiters to assist the participants. There has to be on call medical personnel. Safe and accessible parking space available within the vicinity of the building that is available to the DSWD vehicle and that of the participants. • At least have available over the counter medicines as the need arises. <p>Catering Services: breakfast, lunch, dinner and 2 snacks (AM & PM)</p> <ul style="list-style-type: none"> • Buffet Meals: Rice, Soup, 3 main courses (choice of fish, chicken, vegetables, pork/beef), 1 dessert (preferably fruits) and natural juices • AM/PM Snacks: variation of pasta, bread, native snacks, and natural/local juice as calamansi, pandan, lemon grass, buko etc. • Flowing coffee/choco and purified drinking water • Strictly no softdrinks <p style="text-align: center;">(Ref: PR No.: DSWD7-18-0982)</p>			
(Total net amount in word)		Eighty thousand one hundred fifty six pesos and 25/100			80,156.25
<p>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.</p>					
<p>Conforme:</p> <p> Signature over Printed Name of Supplier</p> <p><u>11/25/18</u> Date</p>		<p style="text-align: right;">Very truly yours,</p> <p style="text-align: right;"> MA. EVELYN B. MACAPOBRE, CESO III Director IV</p>			
<p>Funds Available:</p> <p> LOUIE RAY C. VILLARIN, CPA Regional Accountant</p>		<p>ALOBS No. : _____ Amount : _____</p>		<p style="text-align: center;">2 of 2</p>	