

**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:	<b>EXPRESS INN CORPORATION</b>	PO No.	DSWD7-18-738
Address:	Osmena Boulevard, Cebu City	Date:	11/22/2018
Contact No.:	09331273764	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 :			
		<b>Consultation and Evaluation Workshop on Unconditional Cash Transfer Program Implementation Availability:</b>			
	pax	<ul style="list-style-type: none"> <li><b>November 28, 2018</b> (Live in Fullboard with AM Snack as first provision and Breakfast as last provision on November 29) Breakfast, Lunch, Dinner, AM and PM Snacks</li> </ul>	75	1,400.00	105,000.00
	pax	<ul style="list-style-type: none"> <li><b>November 29, 2018</b> (Live in Fullboard with AM Snack as first provision and Breakfast as last provision on November 30) Breakfast, Lunch, Dinner, AM and PM Snacks</li> </ul>	75	1,400.00	105,000.00
		<b>Location:</b>			
		<ul style="list-style-type: none"> <li>Cebu City</li> </ul>			
		<b>Neighborhood Data</b>			
		<ul style="list-style-type: none"> <li>The venue must not offer short-term lodging services and not adjacent to casinos, night clubs, bar shows and funeral facilities.</li> </ul>			
		<b>Amenities</b>			
		<b>a. Conference Room</b>			
		<ul style="list-style-type: none"> <li>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</li> <li>(Pls. specify name of function or function number in the "statement of compliance" column.)- COLON FUNCTION HALL</li> <li>No changing of assigned function room during the duration.</li> <li>Availability of WIFI connection in the function room for the downloading, playing of presentation materials and videos required for the orientation seminar.</li> </ul>			
		<b>b. Space Requirements:</b>			
		<ul style="list-style-type: none"> <li>Registration/working table for secretariat, small table for the projector/ laptop</li> <li>Classroom type with 5-6 chairs per table; registration/working table for secretariat, small table near projector for Resource Person</li> </ul>			
		<b>c. Light, Ventilation and Air-conditioning</b>			
		<ul style="list-style-type: none"> <li>Proper light ventilation and air-conditioning</li> <li>Must have white bulbs and not yellow/dim to ensure good visual of participants for the entire session</li> </ul>			
				5%	9,375.00
				2%	3,750.00
				total after tax	<b>196,875.00</b>

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p><b>d. Audio Visual Requirements:</b></p> <ul style="list-style-type: none"> <li>• Use of one hanging type LCD projector for presentation with screen.</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>• Use of whiteboard, extension cords and Philippine flag</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. Room Arrangement/Requirements:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><b>f. Other Requirements:</b></p> <ul style="list-style-type: none"> <li>• Provision of backdrop and welcome streamers/lobby posting.</li> <li>• There has to be enough number of standby waiters to assist the participants</li> <li>• There has to be on call medical personnel</li> </ul> <p>Venue must be a smoke free zone in compliance to RA9211 (Tobacco Regulation Act of 2003)</p> <p><b>Catering Services: breakfast, lunch, dinner and 2 snacks (AM &amp; PM)</b></p> <ul style="list-style-type: none"> <li>• Meals: Rice, soup, 3 main dishes (choice of vegetable, fish not creamdory, chicken, pork/beef), dessert and natural juices</li> <li>• AM/PM Snacks: burger/sandwiches/pasta and natural juices</li> <li>• Flowing coffee/choco and purified drinking water</li> <li>• Strictly no softdrinks</li> </ul> <p>Purpose: Consultation and Evaluation Workshop on Unconditional Cash Transfer Program Implementation (Ref: PR No.: DSWD7-18-0949)</p>			
(Total Net Amount in Words)		One hundred ninety six thousand eight hundred seventy five pesos			196,875.00
<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>					
Conforme:		<p>Very truly yours,</p> <p>MA. EVELYN B. MACAPOBRE, CESO III Director IV</p>			
Signature over Printed Name of Supplier		<p><i>[Signature]</i> Date</p>			
Funds Available:		<p>ALOBS No. : Amount :</p>			
<p>AO 6/15/02 PO No. DSWD7-18-738</p>		<p>LOUIE RAY C. VILLARIN, CPA Regional Accountant</p>			