

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: SARROSA INTERNATIONAL HOTEL AND RESIDENTIAL SUITES	PO No. DSWD7-18-739
Address: F. Cabahug St. Kasambagan, Cebu City	Date: 11/26/2018
Contact No.: 2325811 loc 112	Mode of Procurement: Lease of Venue
Contact Person: Jennifer Paracuelles	TIN: 220-356-956-000

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			
		Indigenous Peoples Summit 2018			
		Availability:			
	pax	<ul style="list-style-type: none"> November 28, 2018 (Live in Fullboard with Breakfast as first provision and dinner as last provision) 	60	1,800.00	108,000.00
		Breakfast, Lunch, Dinner, AM and PM Snacks			
	pax	<ul style="list-style-type: none"> November 29, 2018 (Live out) 	60	750.00	45,000.00
		Breakfast, Lunch, AM and PM Snacks			
		Location:			
		<ul style="list-style-type: none"> Cebu City 		5%	6,830.36
				2%	2,732.14
		Neighborhood Data		Net Amount	143,437.50
		<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 room that can accommodate the indicated number of pax with no middle obstructing post/object with wide space for workshop and indoor activities 			
		<ul style="list-style-type: none"> (Pls. specify name of function or function number in the "statement of compliance" column.)- Sapphire/Tanza/Peridot/Amethyst/Garnet Hall 			
		<ul style="list-style-type: none"> 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:			
		<ul style="list-style-type: none"> Registration/working table for secretariat, small table for the projector/ laptop Team tables/ cluster type arrangement 			
		c. Light, Ventilation and Air-conditioning			
		<ul style="list-style-type: none"> Proper light ventilation and air-conditioning Must have white bulbs and not yellow/dim to ensure good visual of participants for the entire session 			

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p>d. 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>e. 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. Room for the secretariat and resource persons must be with WIFI connection <p>f. Other Requirements:</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. 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 Breakfast: Rice, soup, 3 main dishes (choice of fish not creamdory, chicken, vegetables, pork/beef not prior), 1 dessert (preferably fruits) and natural juices • Buffet Lunch: Appetizer, Rice, Soup, 3 main courses (choice of fish, chicken, vegetables, pork/beef not prior), 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>Purpose: Indigenous Peoples Summit 2018</p>			

(Ref: PR No.: DSWD7-18-0981)

(Total Net Amount in Words)

One hundred forty three thousand four hundred thirty seven pesos and 50/100

143,437.50

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:

Signature over Printed Name of Supplier

11/26/18
Date

Very truly yours,

MA. EVELYN B. MACAPOBRE, CESO III
Director IV

For the Regional Director:

Funds Available:

LOUIE RAYO, VILLARIN, CPA
Regional Accountant

ALOBS No. :
Amount :

GRACE O. SUDONG
Assistant Regional Director for Administration