

**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>GOLDEN PEAK HOTEL &amp; SUITES</b>	PO No. DSWD7-18-796
Address: Gorordo Ave, Cor. Escario St. , Kamputhaw , Cebu City	Date: 12/18/2018
Contact No.: 233-8111	Mode of Procurement: Lease of venue
Contact Person: Creslito Nieves	TIN: 228-372-701-000

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:	December 23, 2018	Payment Term:	within 30 calendar days after the activity & receipt of billing.

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p><b>Provision of catering and venue for the activity for the below mentioned activity</b></p> <p>Title of Activity</p> <p><b>Orientation on Different Laws on Older Persons for DSWD Staff</b></p> <ul style="list-style-type: none"> <li>December 23, 2018</li> <li>- Live out</li> <li>- 2 Meals and 1 snack with venue rental</li> </ul> <p><b>Location:</b></p> <ul style="list-style-type: none"> <li>Cebu City</li> </ul> <p><b>Neighborhood Data</b></p> <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> <p><b>Amenities</b></p> <p><i>a. Conference Room</i></p> <ul style="list-style-type: none"> <li>Use of (1) Function room that can accommodate the indicated number of pax with no middle obstructing post/object with wide space for workshop activities. No changing of assigned function room during the duration of the activity.</li> <li>(Pls. specify name of function or function number in the "statement of compliance" column.)-CONVENTION HALL</li> <li>Preferably function hall must be within the ground floor and if not, it should be accessible through an elevator.</li> <li>Availability of strong WIFI connection in the function room for the downloading, playing of presentation materials and videos required for the orientation seminar.</li> </ul> <p><i>b. Space Requirements:</i></p> <ul style="list-style-type: none"> <li>Three Registration/working table for secretariat, small table for the projector/ laptop</li> <li>Banquet/half-moon rounds set-up arrangement</li> <li>Must have an open ground/beach/pool for outdoor activity during the team building sessions as part of the training</li> </ul> <p><i>c. Light, Ventilation and Air-conditioning</i></p> <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>	500	525	<p><b>262,500.00</b></p> <p>11,718.75</p> <p>4,687.50</p> <p><b>246,093.75</b></p>

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 LCD projectors 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>• Provision of extension cords at least 3</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. Other Requirements:</b></p> <ul style="list-style-type: none"> <li>• There has to be enough number of standby waiters to assist the participants.</li> <li>• Has to be and on call medical personnel and over-the-counter medicines</li> <li>• Enough parking space for DSWD &amp; participants' vehicles</li> <li>• Provide ramp or easy access to pWD participants. Ramp or elevator must be direct to the function room.</li> <li>• Use of whiteboard and Philippine Flag</li> <li>• Provision of backdrop and welcome streamers/lobby posting.</li> </ul> <p><b>Catering Services: 2 Meal and 1 snack</b></p> <ul style="list-style-type: none"> <li>• Meal: Rice, soup, appetizer, 3 main course (choice of fish not cream dory, beef, chicken, pork), 1 dessert (preferably fresh fruits), natural juices</li> <li>• AM/PM Snacks: variation of pasta, bread and pastries with natural juices</li> <li>• Flowing coffee / tea &amp; purified drinking water</li> <li>• Strictly no softdrinks</li> </ul> <p style="text-align: center;"><b>(PR ref. DSWD7-18-1092)</b></p>			

(Total Amount in Words)

Two hundred forty six thousand ninety three pesos and 75/100

Nett of tax

**246,093.75**

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:

Signature over Printed Name of Supplier

Date

Very truly yours,

**SHALAIN 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. DSWD7-18-796