

**PURCHASE ORDER**

Department of Social Welfare and Development

Field Office VII

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

Supplier: <b>MANHATTAN SUITES INN</b>	PO No. DSWD7-18-309
Address: South Road, Calindagan, Dumaguete City	Date: 05/29/18
Contact No.: 422-8200	Mode of Procurement: Lease of Venue
Contact Person: Perl Cervantes	TIN: 283-587-761-000

Gentlemen:

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

Place of Delivery:		Dumaguete 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
		<b>Provision of catering and venue for the activity.</b>			
		Title of Activity: <b>Roll -out Orientation on the use of the Registry for Children at Risk and Children in Conflict with the Law</b>			
		Availability:			
	pax	<b>July 24, 2018</b> Live out (Dinner, PM snacks with venue rental)	52	300.00	15,600.00
	pax	<b>July 25, 2018</b> Live out (Lunch, AM snacks with venue rental)	62	275.00	17,050.00
	pax	<b>July 25, 2018</b> Live out (Dinner, PM snacks with venue rental)	50	300.00	15,000.00
	pax	<b>July 26, 2018</b> Live out (Lunch, AM snacks with venue rental)	50	300.00	15,000.00
	pax	<b>July 26, 2018</b> Live out (Dinner, PM snacks with venue rental)	60	275.00	16,500.00
	pax	<b>July 27, 2018</b> Live out (Lunch, AM snacks with venue rental)	55	300.00	16,500.00
	pax	<b>July 27, 2018</b> Live out (Dinner, PM snacks with venue rental)	50	300.00	15,000.00
	pax	<b>July 31, 2018</b> Live out (Lunch, AM snacks with venue rental)	55	300.00	16,500.00
	pax	<b>July 31, 2018</b> Live out (Dinner, PM snacks with venue rental)	50	300.00	15,000.00
	pax	<b>August 1, 2018</b> Live out (Lunch, AM snacks with venue rental)	56	300.00	16,800.00
	pax	<b>August 1, 2018</b> Live out (Dinner, PM snacks with venue rental)	50	300.00	15,000.00
	pax	<b>July 24-27, 2018</b> Live-in (3 nights)	1	1,000.00	3,000.00
	pax	<b>July 31-August 1, 2018</b> Live-in (1 night)	1	1,650.00	1,650.00
		<b>Location:</b>		Total before tax	<b>178,600.00</b>
		• Dumaguete City, Negros Oriental		5%	7,973.21
		<b>Neighborhood Data</b>		2%	3,189.29
		• The venue must not offer short-term lodging services and not adjacent to casinos, night clubs, bar shows and funeral facilities.		Total after tax	<b>167,437.50</b>
		<b>Amenities</b>			
		<b>a. Conference Room</b>			
		• Use of (1) Function room (7am – 7PM) that can accommodate the indicated number of pax; 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.)- ELENA 1 of 2			

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
	1	<ul style="list-style-type: none"> <li>Availability of strong WIFI connection (at least 2 mbps) in the function room for the downloading, playing of presentation materials and videos required for the orientation seminar.</li> </ul> <p><b>b. Space Requirements:</b></p> <ul style="list-style-type: none"> <li>Registration/working table for secretariat, small table near projector for Resource Person</li> <li>Classroom type Arrangement</li> </ul> <p><b>c. Light, Ventilation and Air-conditioning</b></p> <ul style="list-style-type: none"> <li>Proper light ventilation and air-conditioning</li> </ul> <p><b>d. Audio Visual Requirements:</b></p> <ul style="list-style-type: none"> <li>Use of one LCD projectors for presentation with screens for function room.</li> <li>Complete audio-visual with at least 3 microphones</li> <li>There has to be on-call operator to assist in the AV needs.</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>Provision of welcome streamers.</li> <li>There has to be enough number of standby waiters to assist the participants.</li> <li>Use of whiteboard, extension cords and Philippine Flag</li> <li>Room Arrangement: Single Bed with air-conditioner.</li> </ul> <p><b>Catering Services:</b></p> <ul style="list-style-type: none"> <li>Meals: Rice, soup, 3 main dishes (vegetable, fish not cream dory, chicken, pork and beef), dessert (preferably fruits) and natural juices</li> <li>AM/PM Snacks: burger/sandwiches/pasta and natural juices</li> <li>Others: Flowing coffee, tea; purified drinking water, candies, nuts</li> <li>No softdrinks</li> </ul> <p><b>Purpose:</b></p> <p>Roll-out Orientation on the use of the Registry for Children at Risk and Children in Conflict with the Law</p> <p><b>(Ref: PR No.: DSWD7-18-0128)</b></p>			

(Total Amount in Words) One hundred sixty seven thousand four hundred thirty seven pesos and 50/100

Net of tax **167,437.50**

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: PERL CERVANTES  
 Signature over Printed Name of Supplier  
6/13/18  
 Date

Very truly yours, Shalaine Marie S. Lucero  
 SHALAINE MARIE S. LUCERO  
 Assistant Regional Director for Operations  
 6/13/18

Funds Available: LOUIE RAY C. VILLARIN, CPA  
 Regional Accountant  
 AO 6/15/02  
 PO No. DSWD7-18-309

ALOBS No. : \_\_\_\_\_  
 Amount : \_\_\_\_\_