

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:	AZIA SUITES AND RESIDENCES	PO No.	DSWD7-2019-AMP-011
Address:	Rahman Ext. Cebu City	Date:	01/22/2019
Contact No.:	KC Lyn L. Salomon	Mode of Procurement:	Lease of venue
Contact Person:	260-1111/0916-509-9761	TIN:	418-453-920-000

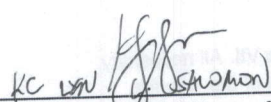
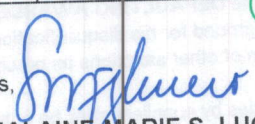
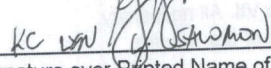
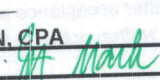
Gentlemen:

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 catering and venue for various activity			
		Title of Activity			
		Various Meetings of Pantawid Pamilya Staffs			
		Availability:			
		Regional Composite Spot Check and Program Assessment			
	pax	• March 21-22, 2019 (Live-out) Lunch, AM and PM Snacks with venue rental	25	600	30,000.00
		Expanded Regional Advisory Meeting			
	pax	• March 26, 2019 (Live-out) Lunch, AM and PM Snacks with venue rental	30	600	18,000.00
		Quarterly Technical Meeting with MCCT IP in GIDA and HSF Staff			
	pax	• March 22, 2019 (Live-out) Lunch, AM and PM Snacks with venue rental	30	600	18,000.00
		Quarterly Technical Meeting with MCCT FNSP Staff			
	pax	• March 15, 2019 (Live-out) Lunch, AM and PM Snacks with venue rental	60	600	36,000.00
		Quarterly PAC/PCC Meeting			
	pax	• March 29, 2019 (Live-out) Lunch, AM and PM Snacks with venue rental	35	600	21,000.00
		Quarterly Unified POO Meeting			
	pax	• March 8, 2019 (Live-out) Lunch, AM and PM Snacks with venue rental	80	600	48,000.00
		Admin-Finance Support Technical Meeting			
	pax	• March 16, 2019 (Live-out) Lunch, AM and PM Snacks with venue rental	30	600	18,000.00
		Location:			
		• Cebu City			
				Total before tax	189,000.00
				5%	8,437.50
				2%	3,375.00
				Total after tax	177,187.50

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p>Neighborhood Data</p> <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. <p>Amenities</p> <p>a. Conference Room</p> <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 (Pls. specify name of function or function number in the "statement of compliance" column.)-OMADA 1/OMADA 2/OMADA 3 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. <p>b. Space Requirements:</p> <ul style="list-style-type: none"> Registration/working table for secretariat, small table for the projector/ laptop World cafe arrangement <p>c. Light, Ventilation and Air-conditioning</p> <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 <p>a. Audio Visual Requirements:</p> <ul style="list-style-type: none"> Use of one LCD projector for presentation with screen and 1 laptop. 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. 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 All activities should be on the same venue 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. Transportation for the secretariat from port to venue in bringing supplies and equipment. <p>Catering Services: breakfast, lunch, dinner and 2 snacks (AM & PM)</p> <ul style="list-style-type: none"> Breakfast/Lunch/Dinner: Rice, appetizer, Soup with vegetable/noodle, 3 main dishes (fish, chicken and pork/beef), dessert (preferably fruits) and natural juices. 			

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<ul style="list-style-type: none"> AM/PM Snacks: Preferably sandwich or pasta, and natural/local juice as calamansi, pandan, lemon grass, buko etc. Flowing coffee/choco and purified drinking water Strictly no softdrinks 			
		Purpose: Various Meetings of Pantawid Pamilya Staffs PR Ref(DSWD7-18-0272)			
(Total Amount in Words)				Net of tax	177,187.50
		One Hundred Seventy seven thousand one hundred eighty seven pesos and 50/100			
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		Very truly yours,  SHALAINIE MARIE S. LUCERO Director III/ ARD for Operations		
	 Date: <u>02/15/19</u>		ALOBS No. : _____ Amount : _____		
Funds Available:	LOUIE RAY CIVILLARIN, CPA Regional Accountant				

AO 6/15/02
 PO No. DSWD7-2019-AMP-011