

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:	MANHATTAN SUITES INN	PO No.	DSWD7-2019-AMP-073
Address:	South Road, Calindagan, Dumaguete City	Date:	04/29/2019
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
		Provision of board and lodging, catering and venue for the below mentioned activity Title of activity : Risk Management Training cum Stress Management Availability: • May 29-31, 2019 (3 days Live in Fullboard with Breakfast as first provision and dinner as last provision) Breakfast, Lunch, Dinner, AM and PM Snacks Location: • Dumaguete City Neighborhood Data • 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 • 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.)- ELENA 1 • 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: • Registration/working table for secretariat, small table for the projector/ laptop • World cafe arrangement c. Light, Ventilation and Air-conditioning • Proper light ventilation and air-conditioning • Must have white bulbs and not yellow/dim to ensure good visual of participants for the entire session d. Audio Visual Requirements: • 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)	45	1,500.00 5% 2% total after tax	202,500.00 9,040.18 3,616.07 189,843.75

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<ul style="list-style-type: none"> • 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. Preferably equipped with functional television and refrigerator. 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. • 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. • 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 			
		(Ref: PR No.: DSWD7-18-0241)			
(Total Net Amount in Words)		One hundred eighty nine thousand eight hundred forty three pesos and 75/100			189,843.75
<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>					
<p>Conforme:</p> <p><u>APRIL PERI CERVANTES-KILAKILA</u></p> <p>Signature over Printed Name of Supplier</p> <p><u>May 9, 2019</u></p> <p>Date</p>		<p>Very truly yours,</p> <p><u>SHALAIN MARIE S. LUCERO</u></p> <p>Director III/ ARD for Operations</p>			
<p>Funds Available:</p> <p><u>LOUIE RAY C. VILLARIN, CPA</u></p> <p>Regional Accountant</p>			<p>ALOPS No. : _____</p> <p>Amount : _____</p>		

AO 6/15/02

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