

PURCHASE ORDER

Department of Social Welfare and Development

Field Office VII

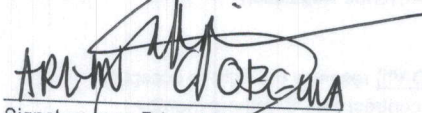

cor. MJ Cuenco Ave. & Gen. Maxilom Ave. , Cebu City Tel. # 2330261, 2338785 Fax # 4129908, 2321192

Supplier:	GOLDEN PEAK HOTEL & SUITES	PO No.	DSWD7-2019-AMP-1032
Address:	Gorordo Ave, Cor. Escario St. , Kamputhaw , Cebu City	Date:	11/05/2019
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:	November 9, 2019	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 the below mentioned activity			
		Title of activity :			
		Financial Management Coordination and Technical Meeting for E.O 77 Implementing Rules and Regulations			
		Availability:			
	pax	November 9, 2019	65	1100.00	71,500.00
		(Live out with 3 meals and 2 snack)		5%	3,191.96
		Breakfast as the first provision and Dinner as the last provision		2%	1,276.79
		Location:		Net Amount	67,031.25
		• Within Cebu City			
		Neighborhood Data			
		• The renting facility must not offer short-term lodging services (e.g. Motels); must not be situated across gambling establishment or casinos and others that may touch in cultural sensitivity like mortuaries or morgues and the like. The function has to be accessible by an elevator. Hotel must be a smoke-free zone in compliant to RA 9211 (Tobacco Regulation Act of 2003).			
		Amenities			
		a. <i>Conference Room Requirements</i>			
		• Use of one (1) Function room (7AM to 8 PM) as the maximum spacious that can accommodate the indicated number of pax even beyond since the activity is more on actual demonstrations workshops 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.)-PLATINUM HALL			
		• No changing of assigned function room during the duration. Preferably function hall must be within the ground floor and if not it should be accessible			
		• Availability of WIFI connection in the function room for the downloading, playing of presentation materials and videos required for the orientation seminar.			
		a. <i>Space Requirements</i>			
		• Registration/working table for secretariat, small table for the projector/ laptop			
		• World cafe arrangement			
		a. <i>Light, Ventilation and Air-conditioning</i>			
		• Proper light ventilation and air-conditioning of 2			
		• 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>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. <p>No electrical charge for the use of own equipment or charging of laptops.</p> <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. PM) • Menu: Buffet Breakfast: Rice, 3 main courses (choice of fish not cream dory, beef, chicken, pork), 1 dessert (preferably fresh fruits), drinks (coffee or hot chocolate) Buffet Lunch/Dinner: Rice, Soup Appetizer, 3 main dishes (vegetable, fish not cream dory, chicken and pork/beef) dessert (preferably fresh fruits) and natural juices • AM/PM Snacks: Variation of pasta, bread and pastries with natural juices • Flowing coffee and purified drinking water 			
		(Ref: PR No.: DSWD7-19-1559)			
(Total net amount in word)		Sixty seven thousand thirty one pesos and 25/100			67,031.25
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 11/9/19 Date	Very truly yours,		 REBECCA P. GEAMALA Regional Director
Funds Available:		LOUIE RAY C. VILLARIN, CPA Regional Accountant	ALOBS No. : _____ Amount : _____		

AO 6/15/02
PO No. DSWD7-2019-AMP-1032