

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: DIAMOND SUITES AND RESIDENCES	PO No. DSWD7-2019-AMP-111
Address: No. 8 Apitong, Cor. Escario St., Cebu City	Date: 03/07/2019
Contact No.: 0917-872-6375	Mode of Procurement: Lease of Venue
Contact Person: Sarah D. Sorbito	TIN: 249-799-677-00

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
	pax	<p>Provision of catering and venue for the below mentioned activity:</p> <p>Title of Activity:</p> <p>Re-Orientation on the Social Protection Programs cum Enhancement of the Finance System and Processes</p> <p>Availability:</p> <ul style="list-style-type: none"> March 8, 2019 (Live out) <p>Lunch, AM and PM Snacks with venue rental</p> <p>Location:</p> <ul style="list-style-type: none"> Cebu City <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><i>a. Conference Room</i></p> <ul style="list-style-type: none"> Use of (1) Function room (7am-9pm) 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.)-BOARDROOM 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><i>b. Space Requirements:</i></p> <ul style="list-style-type: none"> Registration/working table for secretariat, small table for the projector/ laptop Classroom arrangement <p><i>c. Light, Ventilation and Air-conditioning</i></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 	91	650.00 5% 2% Total after tax	59,150.00 2,640.63 1,056.25 55,453.12

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p>d. 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>e. 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. <p>Catering Services: lunch, and 2 snacks (AM & PM)</p> <ul style="list-style-type: none"> • Buffet Lunch: Rice, Soup, 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 • No serving of port for the whole duration of activity for participants with special dietary needs and with religious requirements (Seventh Day Adventist and Muslims) 			

PR Ref(DSWD7-19-0042)

(Total Amount in Words)

Fifty five thousand four hundred fifty three pesos and 12/100

Net of tax

55,453.12

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,

REBECCA P. GEAMALA
OIC Regional Director

For the Regional Director:

GRACE Q. SUBONG
OIC- Assistant Regional Director for Adm.

Funds Available:

LOUIE RAY C. VILLARIN, CPA
Regional Accountant

ALOBS No. :
Amount :

3/7

AO 6/15/02

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