

**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>AIZA SUITES AND RESIDENCES</b> | PO No.               | DSWD7-2019-AMP-124 |
| Address:        | Rahman Ext. Cebu City             | Date:                | 03/14/2019         |
| 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           |
|-----------|------|---|----------|------------------|------------------|
|           |      | <b>Provision of board and lodging, catering and venue for the below mentioned activity.</b>   |          |                  |                  |
|           |      | Title of activity :   |          |                  |                  |
|           |      | <b>Quarterly Meetings for OPPWD Sector for CY 2019</b>  |          |                  |                  |
|           |      | <b>Availability:</b>  |          |                  |                  |
|           |      | <b>1.) RFSCAP Meeting</b>   |          |                  |                  |
|           | pax  | • March 15, 2019  | 20       | 600.00           | 12,000.00        |
|           | pax  | • November 8, 2019<br>(Live-out)<br>Lunch, AM and PM Snacks with venue rental   | 20       | 600.00           | 12,000.00        |
|           |      | <b>2.) RIACOP Meeting</b>   |          |                  |                  |
|           | pax  | • March 21, 2019  | 20       | 600.00           | 12,000.00        |
|           | pax  | • November 28, 2019<br>(Live-out)<br>Lunch, AM and PM Snacks with venue rental  | 20       | 600.00           | 12,000.00        |
|           |      | <b>3.) RCDA Meeting</b>   |          |                  |                  |
|           | pax  | • March 20, 2019  | 20       | 600.00           | 12,000.00        |
|           | pax  | • November 26, 2019<br>(Live-out)<br>Lunch, AM and PM Snacks with venue rental  | 20       | 600.00           | 12,000.00        |
|           |      | <b>Location:</b>  |          |                  |                  |
|           |      | • Cebu City/ Mandaue City   |          |                  |                  |
|           |      | <b>Neighborhood Data</b>  |          |                  |                  |
|           |      | • The venue must not offer short-term lodging services and not adjacent to casinos, night clubs, bar shows and funeral facilities.  |          |                  |                  |
|           |      | <b>a. Conference Room</b>   |          |                  |                  |
|           |      | • Use of (1) Function room that can accommodate the indicated number of pax with no middle obstructing post/object with wide space for structured learning activities such as dancing, exercise, workshop, gallery walk, small groupings etc. |          |                  |                  |
|           |      | • (Pls. specify name of function or function number in the "statement of compliance" column.)   |          |                  |                  |
|           |      | • 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>a. Space Requirements:</b>   |          |                  |                  |
|           |      | • Registration/working table for secretariat, small table for the projector/ laptop   |          |                  |                  |
|           |      | • Classroom type arrangement  |          |                  |                  |
|           |      | <b>a. Light, Ventilation and Air-conditioning</b>   |          |                  |                  |
|           |      | • Proper light ventilation and air-conditioning   |          |                  |                  |
|           |      |   |          | Total before tax | <b>72,000.00</b> |
|           |      |   |          | 5%               | 3,214.29         |
|           |      |   |          | 2%               | 1,285.71         |
|           |      |   |          | Gross Amount     | <b>67,500.00</b> |

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|--|------|---|----------|-----------|-----------|
|  |      | <ul style="list-style-type: none"> <li>• Must have white bulbs and not yellow/dim to ensure good visual of participants for the entire session</li> <li>a. <b>Audio Visual Requirements:</b> <ul style="list-style-type: none"> <li>• Use of one LCD projector for presentation with screen and 1 laptop.</li> <li>• Complete audio-visual with at least 3 microphones (with working batteries for wireless microphone)</li> <li>• There has to be on-call operator to assist in the AV needs.</li> <li>• Use of whiteboard, extension cords and Philippine flag</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> </li> <li>a. <b>Room Arrangement/Requirements:</b> <ul style="list-style-type: none"> <li>• Double/Triple accommodation for pax with separate beds for each 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</li> </ul> </li> <li>a. <b>Other Requirements:</b> <ul style="list-style-type: none"> <li>• Provision of Backdrop and Welcome Streamers/lobby posting.</li> <li>• 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.</li> <li>• At least have available over the counter medicines as the need arises.</li> </ul> </li> </ul> <p><b>Catering Services: breakfast, lunch, dinner and 2 snacks (AM &amp; PM)</b></p> <ul style="list-style-type: none"> <li>• Breakfast/Lunch/Dinner: Rice, appetizer, Soup with vegetable/noodle, 3 main dishes (fish, chicken and pork/beef), dessert (preferably fruits) and natural juices.</li> <li>• AM/PM Snacks: Preferably sandwich or pasta, and natural/local juice as calamansi, pandan, lemon grass, buko etc.</li> <li>• Flowing coffee/choco and purified drinking water</li> <li>• Strictly no softdrinks</li> </ul> <p align="center"><b>(Ref: PR No.: DSWD7-19-0298)</b></p> |          |           |           |
| (Total net amount in word )  |      | Sixty Seven thousand five hundred pesos   |          |           | 67,500.00 |
| <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><i>KC L. W. SAWMON</i><br/> Signature over Printed Name of Supplier</p> <p><u>3/15/19</u><br/> Date</p>  |      | <p align="right">Very truly yours,</p> <p align="right"><b>REBECCA P. GEAMALA</b><br/> OIC-Regional Director</p> <p align="right">For the Regional Director:<br/> <i>Josephine C. Belotindos</i><br/> <b>JOSEPHINE C. BELOTINDOS</b><br/> Social Welfare Officer V</p>  |          |           |           |
| <p>Funds Available:</p> <p><b>LOUIE RAY C. VILLARIN, CPA</b><br/> Regional Accountant</p>  |      | <p>ALOBS No. : _____<br/> Amount : _____</p>  |          |           |           |

AO 6/15/02

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