

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: ALTA CEBU VILLAGE GARDEN RESORT, INC.	PO No. DSWD7-2019-AMP-189
Address: ALTA COMPOUND, TUGBUNGAN, PILIPOG, CORDOVA CEBU	Date: 4/3/2019
Contact No.: 032-496-1812	Mode of Procurement: Lease of Venue
Contact Person: CHRISTINE S. MALAIT	TIN: 191-846-297-000

Gentlemen:


Please furnish this Office the following articles subject to the terms and conditions contained herein:

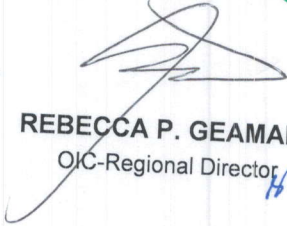
Place of Delivery:	Delivery Term: Upon Actual Date of Activity
Date of Delivery:	Payment Term: within 30 calendar days after the Activity & Receipt of Billing.


Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		Provision of Board and Lodging, Catering and Venue.			
		Title of Activity			
		"EVALUATION AND PLANNING OF SAMA-BAJAU LIVELIHOOD LEADERS"			
		Availability:			
	pax	• April 4, 2019	20	1,995.00	39,900.00
		• April 5, 2019	20	1,995.00	39,900.00
		Location:			
		• Metro Cebu			
		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 (8am – 8PM) 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.) "KALAMPUSAN HALL/KINAADMAN HALL"			
		• 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.			
		• Classroom arrangement.			
		• Small table near projector for facilitator with chair			
		c. Light, Ventilation and Air-conditioning			
		• Proper light ventilation and air-conditioning			
		d. Audio Visual Requirements:			
		• Use of one LCD projectors for presentation with screen.			
		• 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 with pen and eraser, 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.			
		• Pencils on the tables (1st day only)			
		e. Room Arrangement/Requirements:			
				Gross Amount:	79,800.00
				5%	3,562.50
				2%	1,425.00

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<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. <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. <p>Catering Services: buffet breakfast, lunch, dinner and 2 snacks (AM & PM)</p> <ul style="list-style-type: none"> • Buffet Breakfast: Rice, 3 main dishes (vegetable, fish not cream dory, chicken, pork/beef) dessert (preferably fruits), drinks (coffee or hot chocolate) • Buffet Lunch/Dinner: Rice, soup, appetizer, 3 main dishes (vegetable, fish not creamdory, chicken, pork/beef), dessert (preferably fruits) and natural juices <p>Catering Services: breakfast, lunch, dinner and 2 snacks (AM & PM)</p> <ul style="list-style-type: none"> • Meals: Rice, Soup, 3 main dishes (vegetable, fish, chicken and pork/beef), dessert (preferably fruits) and natural juices. • AM/PM Snacks: preferably sandwich or pasta with natural juices • Flowing coffee/choco and purified drinking water <p>Strictly no softdrinks (Ref: PR No.: DSWD7-19-0464)</p>			
(Total Amount in Words)		Seventy Four Thousand Eight Hundred Twelve Pesos & 50/100		Net of tax	74,812.50

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
 4/03/19
 Date

Very truly yours,

REBECCA P. GEAMALA
 OIC-Regional Director

LOUIE RAY C. VILLARIN, CPA
 Regional Accountant 

ALOBS No. : _____
 Amount : _____

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