

**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: **HAGNAYA BEACH RESORT AND RESTAURANT**  
 Address: Hagnaya, San Remigio Cebu  
 Contact No.: 0917-623-0377  
 Contact Person: Ely Core S. Diano

PO No. DSWD7-2019-AMP-195  
 Date: 04/08/2019  
 Mode of Procurement: Lease of Venue  
 TIN: 162-377-746-002

Gentlemen:

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

Place of Delivery:		San Remigio, Cebu	Delivery Term:		Upon actual date of activity
Date of Delivery:		April 12-13,2019	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>Business Process Review and Analysis Workshop cum Organizational Development for HRMDD Staff</b>			
		Availability:			
		• April 12, 2019	27	1,800.00	48,600.00
		• April 13,2019	27	1,800.00	48,600.00
		(2 days Live in Fullboard with Breakfast as first provision and dinner as last provision)		Total before tax	<b>97,200.00</b>
	pax	Breakfast, Lunch, Dinner, AM and PM Snacks		5%	4,339.29
		<b>Location:</b>		2%	1,735.71
		• Northern Cebu		Total after tax	<b>91,125.00</b>
		<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>Amenities</b>			
		<b>a. Conference Room</b>			
		• 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.)-Conference Room A			
		• 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>b. Space Requirements:</b>			
		• Registration/working table for secretariat, small table for the projector/ laptop			
		• World café arrangement			
		<b>c. Light, Ventilation and Air-conditioning</b>			
		• Proper light ventilation and air-conditioning			
		• Must have white bulbs and not yellow/dim to ensure good visual of participants for the entire session			
		<b>d. Audio Visual Requirements:</b>			
		• 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.			

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<ul style="list-style-type: none"> <li>No electrical charge for the use of own equipment or charging of laptops.</li> <li><b>e. Room Arrangement/Requirements:</b> <ul style="list-style-type: none"> <li>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><b>f. Other Requirements:</b> <ul style="list-style-type: none"> <li>Backdrop and welcome streamers/lobby posting. Transportation to ferry the participants from FO to the venue on the first and last day.</li> <li>There has to be enough number of stand-by waiters to assist the participants. There has to be on call medical personnel. At least have available over the counter medicine as 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>Buffet breakfast: Rice, 3 main dishes (fish, chicken and pork/beef), dessert (preferably fruits) and drinks (coffee or hot chocolate).</li> <li>Buffet lunch/dinner: Rice, Soup, 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>No Serving of creamdory fish</li> <li>No serving of pork for the whole duration of activity for participants with special dietary needs and with religious requirements (Seventh day Adventist and Muslims)</li> <li>Strictly no softdrinks</li> </ul> <p>Purpose: Business Process Review and Analysis Workshop cum Organizational Development for HRMDD Staff</p> <p align="center"><b>(Ref: PR No.: DSWD7-19-0520)</b></p>			
(Total Amount in Words)		Ninety one thousand one hundred twenty five pesos		Net of tax	<b>91,125.00</b>

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:

*Jackie D. Wiley*  
Signature over Printed Name of Supplier

4/10/19  
Date

Very truly yours,

*REBECCA P. GEAMALA*  
Regional Director

Funds Available:

*LOUIE RAY C. VILLARIN, CPA*  
Regional Accountant

ALOBS No. : \_\_\_\_\_

Amount : \_\_\_\_\_