

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: MARIKART AND SNACK BAR	PO No. DSWD7-2019-AMP-242
Address: Poblacion Larena, Siquijor	Date: 04/26/2019
Contact No.: 09063383890	Mode of Procurement: Lease of venue
Contact Person: Mariecar Masayon	TIN: 933-007-500-001

Gentlemen:

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

Place of Delivery:		Siquijor		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		
		Provision of catering and venue for the below mentioned activities					
		Title of Activity:					
		Various Pantawid Activities					
		Availability:					
	pax	<ul style="list-style-type: none"> Quarterly Unified POO Meeting May 3, 2019 - Live out (Lunch, AM snacks and PM snacks w/ venue rental) 	20	600.00		12,000.00	
	pax	<ul style="list-style-type: none"> Quarterly PAC/PCC Meeting May 23, 2019 - Live out (Lunch, AM snacks and PM snacks w/ venue rental) 	35	600.00		21,000.00	
	pax	<ul style="list-style-type: none"> DSWD-CSO Consultation Meeting and Program Update to Existing and Potential CSO June 26, 2019 - Live out (Lunch, AM snacks and PM snacks w/ venue rental) 	35	600.00		21,000.00	
		Location:					
		<ul style="list-style-type: none"> Siquijor 					
		Neighborhood Data					
		<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. 					
		Amenities					
		a. Conference Room					
		<ul style="list-style-type: none"> Use of (1) Function room 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.)- FUNCTION ROOM NO.4 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:					
		<ul style="list-style-type: none"> Registration/working table for secretariat, small table for the projector/ laptop World cafe arrangement 					
					Total before tax		54,000.00
					5%		2,410.71
					2%		964.29
					Total after tax		50,625.00

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p>c. Light, Ventilation and Air-conditioning</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 <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. Transportation for the secretariat from port to venue in bringing supplies and equipment. <p>Catering Services: breakfast, lunch, dinner and 2 snacks (AM & PM)</p> <ul style="list-style-type: none"> Breakfast/Lunch/Dinner: Rice, appetizer, Soup with vegetable/noodle, 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 			

(Ref: PR No.: DSWD7-19-0275)

(Total Amount in Words)

Fifty thousand six hundred twenty five pesos

Net of tax

50,625.00

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:

MARIEGAR MASAYON
Signature over Printed Name of Supplier

5/02/19

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

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