

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: SARROSA INTERNATIONAL HOTEL AND RESIDENTIAL SUITES Address: F. Cabahug St. Kasambagan, Cebu City Contact No.: 2325811 loc 112 Contact Person: Brenda Garcia	PO No. DSWD7-2019-AMP-243 Date: 04/26/2019 Mode of Procurement: Lease of venue TIN: 220-356-956-000
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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	Provision of board and lodging, catering and venue for the below mentioned activities Title of Activity: Various Pantawid Activities Availability: Expanded Regional Advisory Committee Field Visit <ul style="list-style-type: none"> • May 14-15, 2019 (1 day Live-in Fullboard with AM Snack as first provision on May 14 and breakfast as last provision on May 15) Breakfast, Lunch, Dinner, AM and PM Snacks Consultation with System Focals cum FMU Cash Grants Workshop	30	2,000.00	60,000.00
	pax	<ul style="list-style-type: none"> • May 24, 2019 (1 day live-in fullboard with Breakfast as first provision and dinner as last provision) Breakfast, Lunch, Dinner, AM and PM Snacks Location: <ul style="list-style-type: none"> • Cebu City 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 <p><i>a. Conference Room</i></p> <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.)-Peridot Hall/Garnet 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. <p><i>a. Space Requirements:</i></p> <ul style="list-style-type: none"> • Registration/working table for secretariat, small table for the projector/ laptop • World cafe arrangement <p><i>a. 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 	67	1,800.00	120,600.00
				Total before tax	180,600.00
				5%	8,062.50
				2%	3,225.00
				Total after tax	169,312.50

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p>a. 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>a. Room Arrangement/Requirements:</p> <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. Room for the secretariat and resource persons must be with WIFI connection <p>a. 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)

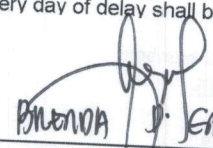
One hundred sixty nine thousand three hundred twelve pesos and 50/100

Net of tax


169,312.50

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:


BIVENIDA J. GAMELA
 Signature over Printed Name of Supplier
 05/3/19
 Date

Very truly yours,


REBECCA P. GEAMALA IS/
 Regional Director

Funds Available:

LOUIE RAY C. VILLARIN, CPA
 Regional Accountant

ALOBS No.: _____
 Amount: _____

AO 6/15/02
 PO No. DSWD7-2019-AMP-243