

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:	MANHATTAN SUITES INN	PO No.	DSWD7-19-257
Address:	South Road, Calindagan, Dumaguete City	Date:	04/30/2019
Contact No.:	422-8200	Mode of Procurement:	Lease of Venue
Contact Person:	Perl Cervantes	TIN:	283-587-761-000

Gentlemen:

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

Place of Delivery:	Dumaguete City	Delivery Term:	Upon actual date of activity		
Date of Delivery:	May 3, 2019	Payment Term:	within 30 calendar days after activity complete & receipt of final billing.		
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		Provision of catering and venue for the below mentioned activity			
		Title of Activity			
		Training Orientation for Social Pension Validators			
		Availability:			
	pax	• May 3, 2019 (live-out)	97	1,000.00	97,000.00
		Breakfast, Lunch, Dinner, AM and PM Snacks with venue rental		5%	4,330.36
		Location:		2%	1,732.14
		• Dumaguete City		Total after tax	90,937.50
		Neighborhood Data			
		• The renting facility must not offer short-term lodging services (e.g. Motels); must not be situated beside or across gambling establishments or casinos and others that may touch in cultural sensitivity like mortuaries or morgues and the like. The function has to be accessible by an elevator.			
		Amenities			
		a. Conference Room			
		• Use of one (2) Function Room (7AM- 9PM as the maximum) that can accommodate the indicated number of pax with no middle obstructing post/object with wide space for workshop activities. No changing of assigned function room during the duration of the activity.			
		• (Pls. specify name of function or function number in the "statement of compliance" column.)- ELENA 1 & ELENA 2			
		b. Space Requirements:			
		• Conference arrangement/classroom type/ bus type. Provision of 2 tables for the registration/working table for secretariat and for the laptop/projector			
		c. Audio Visual Requirements:			
		• Use of 1 LCD projector for presentation. Complete Audio Visual with at least 3 microphones (2 cord- less and 1 with wire). There has to be on call operator to assist in the AV needs. Audio Visual must be set up at least 1 hour before the activity. Use of whiteboard, extension cords, and Philippine Flag. No electrical charge for the use of own equipment. Use of WIFI connection in the function room for the downloading, playing of presentation 1 of 2 slides and videos required of the training.			

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p><i>d. Other Requirements:</i></p> <ul style="list-style-type: none"> • Provision of Backdrop and Welcome streamers/Lobby posting. There has to be enough number of stand-by waiters to assist the participants. There has to be on call medical personnel. Free use of parking space. <p>Catering Services: 3 Meals, and 2 snacks (AM & PM)</p> <ul style="list-style-type: none"> • Buffet Breakfast: Rice, 3 main courses (choice of fish, beef, chicken, pork), 1 dessert (preferably fruits), Drinks (coffee or hot chocolate) • Buffet Lunch/Dinner: Rice, Soup, appetizer 3 main dishes (vegetable, fish, chicken and pork/beef), dessert (preferably fruits) and natural juices • AM/PM Snacks: Variation of pasta, bread and pastries with natural juices • Others: Flowing Coffee/ Purified Drinking Water <p>Purpose:</p> <p>Training Orientation for Social Pension Validators (Ref: PR No.: DSWD7-19-067)</p>			

(Total Amount in Words)	Ninety thousand nine hundred thirty seven pesos and 50/100	Nett of tax	90,937.50
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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:

APRIL PERI CERVANTES HILAKIGA

Signature over Printed Name of Supplier

5/12/19

Date

Very truly yours,

Shalaine Marie S. Lucero
SHALAINE MARIE S. LUCERO
 Director III/ ARD for Operations

Funds Available:

LOUIE RAYO VILLARIN, CPA
 Regional Accountant

ALOBS No. : _____

Amount : _____

AO 6/15/02

PO No. DSWD7-19-257