

**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: <b>GOLDEN PRINCE HOTEL AND SUITES</b>	PO No. DSWD7-2019-AMP-278
Address: Acacia St. Cebu City	Date: 05/15/2019
Contact No.: 230 1500	Mode of Procurement: Lease of venue
Contact Person: Lelet Velasquez	TIN: 211-745-841-000

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
		<b>Provision of catering and venue for the activity</b>			
		Title of Activity			
		<b>Regional Juvenile Justice and Welfare Committee-7 Coordination Meeting</b>			
		<b>Availability:</b>			
	pax	• May 24, 2019	20	750.00	15,000.00
	pax	• July 4, 2019	20	750.00	15,000.00
	pax	• September 5, 2019	20	750.00	15,000.00
	pax	• October 10, 2019	20	750.00	15,000.00
	pax	• December 5, 2019	20	750.00	15,000.00
		(live-out)			
		Lunch, AM and PM Snacks with venue rental		total before tax	<b>75,000.00</b>
				5%	3,348.21
				2%	1,339.29
				total after tax	<b>70,312.50</b>
		<b>Location:</b>			
		• Cebu City			
		<b>Neighborhood Data</b>			
		• 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.			
		<b>Amenities</b>			
		<b>a. Conference Room</b>			
		• Use of one function room (7am-7pm) that can accommodate the indicated number of pax with no middle obstructing post/object.			
		• (Pls. specify name of function or function number in the "statement of compliance" column.)-JADE 1			
		<b>b. Space Requirements:</b>			
		• Conference arrangement/ U-shape arrangement; registration/working table for secretariat, small table near the projector for Resource Person			
		<b>c. Audio Visual Requirements:</b>			
		• Complete sound system w/ at least 3 microphones, 1 LCD projector with screen, on-call operator			
		<b>d. Other Requirements:</b>			
		• WIFI Connection in the function room for the downloading, playing of presentation materials and videos required of the training, no electrical charge for the use of own equipment, whiteboard, extension cords, Philippine Flag			
		• Has enough parking space			
		• Provides welcome banner			
		1 of 2			
		<b>Catering Services: Buffet lunch, and 2 snacks (AM &amp; PM)</b>			

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<ul style="list-style-type: none"> <li>Meals: Rice, Soup, 3 main courses (vegetable, fish, chicken and pork/beef), dessert(preferably fruits) and natural juices.</li> <li>AM/PM Snacks: burger/sandwiches/pasta and natural juices.</li> <li>Flowing coffee/ purified drinking water</li> </ul> Purpose: Regional Juvenile Justice and Welfare Committee-7 Coordination Meeting (Ref: PR No.: DSWD7-19-0619)			
(Total Amount in Words)		Seventy thousand three hundred twelve pesos and 50/100		Nett of tax	<b>70,312.50</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: Lelet Velasquez  
 Signature over Printed Name of Supplier

5/17/19  
 Date

Very truly yours, Rebecca P. Geamala  
 REBECCA P. GEAMALA  
 Regional Director

Funds Available: Louie Ray C. Villarin, CPA  
 Regional Accountant

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

AO 6/15/02  
 PO No. DSWD7-2019-AMP-278