

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: GOLDEN PEAK HOTEL & SUITES	PO No. DSWD7-2019-AMP-302
Address: Gorordo Ave, Cor. Escario St. , Kamputhaw , Cebu City	Date: 05/22/2019
Contact No.: 233-8111	Mode of Procurement: Lease of venue
Contact Person: Creslito Nieves	TIN: 228-372-701-000

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
		Provision of catering and venue for the activity for the below mentioned activity			
		Title of Activity			
		Response Cluster Meeting			
		Availability:			
pax		• June 7, 2019	30	600.00	18,000.00
pax		• July 19, 2019	30	600.00	18,000.00
pax		• October 18, 2019	30	600.00	18,000.00
		Live-out			
		Lunch, AM and PM Snacks with venue rental		Total before tax	54,000.00
		Location:		5%	2,410.71
		• Cebu City		2%	964.29
		Neighborhood Data		Total after tax	50,625.00
		• 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. Venue must be a smoke-free zone in compliance to RA 9211.			
		Amenities			
		a. Conference Room			
		• Conference Room: Use of One (1) Function Room (7AM-5PM as the maximum) that can accommodate the indicated number of pax and even beyond since the activity is more on actual demonstrations, workshops and floor exercises, with no middle obstructing post/object with wide space for workshop activities. No changing of assigned function room during the duration of the activity.			
		• Preferably function hall must be within the ground floor and if not, it should be accessible through an elevator			
		• (Pls. specify name of function or function number in the "statement of compliance" column.)-ROOM 2014			
		b. Space Requirements:			
		• Space Requirement: Conference arrangement/classroom type/bus type. Provision of 2 tables for the registration/working table for secretariat and for the laptop/projector			
		c. Light, Ventilation and Air-conditioning			
		• Must have white light bulbs and not yellowish/dim bulbs to ensure good visual of participants for the entire session.			
		d. Audio Visual Requirements:			

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<ul style="list-style-type: none"> Use of 1 LCD projector for presentation. Complete Audio visual 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 Phillipine Flag. No electrical charge for the use of equipment. Use of WIFI connection in the function room for the downloading, playing of presentations materials and videos required of the training. <p><i>e. 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. Free transportation for the secretariat from port to venue on the first day and from venue to port on the last day of activity <p>Catering Services: lunch, and 2 snacks (AM & PM)</p> <ul style="list-style-type: none"> Buffet Lunch: Rice, 3 main courses (choice of fish not cream dory, beef, chicken, pork), 1 dessert (preferably fresh fruits), Drinks AM/PM Snacks: Variation of pasta, bread and pastries with natural juices Flowing coffee; purified drinking water Strictly no softdrinks <p align="center">(PR ref. DSWD7-19-0788)</p>			
(Total Amount in Words)		Fifty thousand six hundred twenty five pesos		Net of tax	50,625.00
<p>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.</p>					
<p>Conforme:</p> <p><i>[Signature]</i> ARSENIO C. OBGUJA Signature over Printed Name of Supplier</p> <p><u>6/06/19</u> Date</p>		<p align="right">Very truly yours,</p> <p align="right"><i>[Signature]</i> REBECCA P. GEAMALA Regional Director</p>			
<p>Funds Available:</p> <p>LOUIE RAY C. VILLARIN, CPA Regional Accountant</p>		<p>ALOBS No. : _____ Amount : _____</p>			

AO 6/15/02
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