

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: AZIA SUITES & RESIDENCES	PO No. DSWD7-2019-AMP-334
Address: #8 RAHMANN EXTRENSION, CEBU CITY	Date: 5/30/2019
Contact No.: 0916-509-9761	Mode of Procurement: Lease of Venue
Contact Person: KC LYN SALOMON	TIN: 418-453-920-000

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:	within 30 calendar days after the Activity & Receipt of Billing.
Payment Term:	

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		Title of Activity: "REGIONAL CONSULTATION FORUM ON OVERSEAS FILIPINO AND THEIR FAMILIES AND INTER-AGENCY COORDINATION MEETINGS"			
		Availability:			
	pax	• June 4, 2019 • Live in: Full board with meals and 2 snacks • Breakfast as first provision and Dinner as last provision	30	1,500.00	45,000.00
	pax	• Live out: 2 meals with 2 snacks • Breakfast as first provision and PM snacks as last provision	50	800.00	40,000.00
		Inter-Agency Coordination Meetings			
	pax	• May 31, 2019	25	800.00	20,000.00
	pax	• June 28, 2019	25	800.00	20,000.00
	pax	• July 26, 2019	25	800.00	20,000.00
	pax	• August 30, 2019	25	800.00	20,000.00
	pax	• September 27, 2019	25	800.00	20,000.00
	pax	• October 25, 2019	25	800.00	20,000.00
	pax	• November 29, 2019	25	800.00	20,000.00
	pax	• December 6, 2019 • Live out: 2 meals with 2 snacks (Breakfast as first provision and PM snacks as last provision)	25	800.00	20,000.00
		Location:			
		• Cebu City			
		Neighborhood Data			
		• The venue must not offer short-term lodging services, must not be situated beside or across gambling establishments or casinos and other that may touch cultural sensitivity like mortuaries or morgues and the like.			
		Amenities			
		a. Conference Room			
		• Use of (1) Function room (7am – 9PM) that can accommodate a minimum of 80 pax with no middle/side obstructing post/object with wide space for workshop activities.			
		• No changing of assigned function room during the duration of the activity.			
		• Availability of separate comfort rooms for Male and Female.			
		• (Pls. specify name of function or function number in the "statement of compliance" column.) "ROOFTOP"			
		b. Space Requirements:			
		• World Café Arrangement			
		• Provision of 1 table for the registration/working table for secretariat, and for the laptop/projector.			
		c. Lighting System of Conference Room:			
		• Must have light bulbs and not yellow/dim bulbs to ensure good visual of participants for the entire session.			
		d. Audio Visual Requirements:			
		• Use of one LCD projectors and Laptop for presentation.			
		• Complete functional Audio Visual (surround sound system) with at least 3 wireless microphones.			
		• There has to be on-call operator to assist in the AV needs.			
		• There has to be standby operator to assist in the AV needs. Audio Visual must be set up at least 1 hour before the activity.			
		• Available whiteboard, extension cords, and Philippine Flag.			
		• No electrical charge for the use of own equipment.			
		Gross Amount:			245,000.00
		5%			10,937.50
		2%			4,375.00

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<ul style="list-style-type: none"> Available WIFI connection in the function room for the downloading, playing of presentation materials and videos required for the training. <p>e. WIFI Connection:</p> <ul style="list-style-type: none"> Must be available in the function room for the downloading, playing of presentation materials and videos required of the training. <p>f. Room Arrangement/Requirements:</p> <ul style="list-style-type: none"> Triple sharing with separate bed for each pax. Assigned rooms must be in the same floor of the function room. Free provision of bottled water and basic toiletries like soap and shampoo. TV cabinet must be readily available in each room. <p>g. Other Requirements:</p> <ul style="list-style-type: none"> Provision of Backdrop and Welcome Streamers/lobby posting. Transportation for the secretariat from DSWD Field Office to the venue in bringing supplies and equipment's on the 1st day and last day of the activity. There has to be enough number of standby waiters to assist the participants. There has to be on call medical personnel and over-the-counter medicines. Hotel must be a smoke-free zone in compliant to RA 9211. Conductive space/area for Gallery Wall workshop. <p>Catering Services: Buffet Breakfast, Lunch, Dinner and 2 snacks (AM & PM)</p> <ul style="list-style-type: none"> Buffet Breakfast: Rice, 3 main dishes (choice chicken, pork/beef, fish) dessert (preferably fruits), Drinks (coffee or hot chocolate) Buffet Lunch/Dinner: Appetizer, Rice, Soup, 3 main dishes (vegetable, fish, chicken, and pork/beef), dessert (preferably fruits) and natural juices Stickily NO serving of cream dory AM/PM Snacks: preferably sandwich or pasta with natural juices Others: must be Natural Juices (like Lemon Grass, Calamansi, Buko or Cucumber Juice) Flowing coffee/choco and purified drinking water Strictly NO serving of softdrinks <p>(Ref: PR No.: DSWD7-19-0794)</p>			

(Total Amount in Words)	Two Hundred Twenty Nine Thousand Six Hundred Eighty Seven Pesos & 50/100	Net of tax	229,687.50
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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: MICHAEL D. ESPARDA
Signature over Printed Name of Supplier

Very truly yours, GRACE Q. SUBONG
ARD for Administration

Date: 6/3/19

Funds Available: LOUIE RAYC. VILLARIN, CPA
Regional Accountant

ALOBS No.: _____
Amount: _____