

PURCHASE ORDER

Department of Social Welfare and Development

Field Office VII

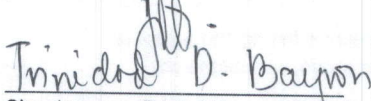
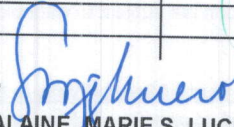
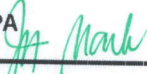
cor. MJ Cuenco Ave. & Gen. Maxilom Ave. , Cebu City Tel. # 2330261, 2338785 Fax # 4129908, 2321192

Supplier:	PANDA TEA GARDEN SUITES	PO No.	DSWD7-2019-AMP-349
Address:	Dao Dist. Tagbilaran City	Date:	06/14/2019
Contact No.:	501-8773/422-2456	Mode of Procurement:	Lease of Venue
Contact Person:	Trinidad D. Bayron	TIN:	119-179-015
Gentlemen:			

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

Place of Delivery:	Tagbilaran 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 board and lodging, catering and venue for the activity.			
		Title of activity :			
		Orientation and Demonstration Session on the Enhanced Early Childhood Care and Development-Information System cum Orientation on the New Standards, Guidelines and Tool on ECCD Registration and Certification			
		Availability:			
	pax	<ul style="list-style-type: none"> June 26-27, 2019 (live-in) Breakfast, Lunch, Dinner, AM and PM Snacks with venue rental 	52	1375.00	143,000.00
	pax	<ul style="list-style-type: none"> June 28, 2019 (live-out) Lunch, AM & PM Snacks with venue rental 	52	700.00	36,400.00
				total before tax	179,400.00
				5%	8,008.93
				2%	3,203.57
				Gross Amount	168,187.50
		Location: <ul style="list-style-type: none"> Tagbilaran City Neighborhood Data <ul style="list-style-type: none"> 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 <ol style="list-style-type: none"> Conference Room <ul style="list-style-type: none"> Use of function hall that can accommodate the indicated number of participants. Availability of break-up room as need arises. No middle obstructing post/object with wide space for workshop activities. Conference room must have soundproof wall. No changing of assigned function room during the duration of the activity. Location should be available by an elevator. (Pls. specify name of function or function number in the "statement of compliance" column.)-PAVILLION HALL OR FUNCTION 1 Space Requirements: <ul style="list-style-type: none"> Conference type/ bus type/ u-shape arrangement of tables and chairs with registration table for secretariat for the laptop/projector and podium for the speaker. Tables and chairs (7-8 pax per table) Light, Ventilation and Air-conditioning 			

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<ul style="list-style-type: none"> • Must have white light bulbs and not yellowish/dim bulbs to ensure good visual of participants for the entire session. <p>d. Audio Visual Requirements:</p> <p>Provision of 1 LCD with screen & projector and 1 laptop and must be set up at least 1 hour before the activity. With strong internet connection in the function hall, at least 10mbps. With sound system with at least 3 microphones (1 wired and 2 wireless) with working batteries and on call operator. Provision of extension cords and whiteboard with markers. No electrical charge for use of own equipment.</p> <p>e. Room Arrangement/Requirements:</p> <ul style="list-style-type: none"> • Triple Accommodation for participants with separate beds. Additional bed has to be in level with others and should not only be a mattress on the floor. There has to be enough space to move within the room. With complimentary basic toiletries such as soap and shampoo. With free drinking water inside the room. Room for the secretariat and resource person must be with WIFI internet. <p>f. Other Requirements:</p> <ul style="list-style-type: none"> • Provision of Philippine flag, tarpaulin backdrop and welcome streamers/lobby posting. All activities should be on the same venue. There has to be on call medical personnel and at least have available over the counter medicine as need arises and enough number of stand-by waiters to assist the participants. Free transportation for the secretariat from Field office (activities within Cebu) or Port (activities outside Cebu) to the venue in bringing supplies and equipments in the 1st and last day. • Guaranteed number of pax on the first day and based on actual pax on the succeeding day. <p>Catering Services: breakfast, lunch, dinner, and 2 snacks (AM & PM)</p> <ul style="list-style-type: none"> • Meals: Rice, appetizer/salad, 2 main dishes (fish not creamdory, chicken and pork/beef) 1 main dish vegetable, dessert (preferably fruits) and natural juices (not powdered juice). • AM/PM Snacks: variation of pasta, bread and pastries/native kakanin and natural juices such as kalamansi, lemon grass or buko • Flowing coffee; purified drinking water • Strictly no softdrinks <p style="text-align: center;">(Ref: PR No.: DSWD7-19-0725)</p>			
(Total net amount in word)	One hundred sixty eight thousand one hundred eighty seven pesos and 50/100				168,187.50
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:	 Trinidad D. Bayon Signature over Printed Name of Supplier 6/26/19 Date	Very truly yours,	 SHALAINÉ MARIE S. LUCERO Director III/ ARD for Operations		
Funds Available:	LOUIE RAY C. VILLARIN, CPA Regional Accountant		ALOBS No. : _____	Amount : _____	

AO 6/15/02

PO No. DSWD7-2019-AMP-349