

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-423
Address:	Dao Dist. Tagbilaran City	Date:	06/17/2019
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:	August 27-30, 2019	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 :			
		Training on Mental Health and Psychosocial Support			
		Availability:			
	pax	<ul style="list-style-type: none"> August 27-30, 2019 (live-in fullboard with AM snacks as first provision on August 27, 2019 and breakfast as last provision on August 31, 2019) 	35	1450.00	203,000.00
		Breakfast, Lunch, Dinner, AM and PM Snacks with venue rental		5%	9,062.50
		Location:		2%	3,625.00
		<ul style="list-style-type: none"> Tagbilaran City 		Gross Amount	190,312.50
		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			
		a. Conference Room			
		<ul style="list-style-type: none"> Conference Room: Use of One (1) Function Room (7AM- 9PM) 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. Prefarably 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.)-FUNCTION 1 or 2 			
		b. Space Requirements:			
		<ul style="list-style-type: none"> Space Requirement: Conferrence 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			
		<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. 			
		d. Audio Visual Requirements:			

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p>• 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> <p><i>e. Room Arrangement/Requirements:</i></p> <ul style="list-style-type: none"> • Triple accomodation for pax with separate beds for each pax. Additional bed has to be in level with others and should not only be a mattress in 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 per request inside the room or with water refill station accessible in the nearby rooms. Preferably equipped with functional television. Use of WIFI connection. Rooms located 2nd floor and above should be accessible through an elevator. <p><i>f. 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: breakfast, lunch, dinner, and 2 snacks (AM & PM)</p> <ul style="list-style-type: none"> • Buffet Breakfast: Rice, 3 main courses (choice of fish not cream dory, beef, chicken, pork), 1 dessert (preferably fresh fruits), Drinks (coffee or hot chocolate) • Buffet Lunch/Dinner: Rice, Soup, appetizer 3 main dishes (vegetable, fish not cream dory, chicken and pork/beef), dessert (preferably fresh fruits) and natural juices. • AM/PM Snacks: Variation of pasta, bread and pastries with natural juices • Flowing coffee; purified drinking water • Strictly no soft drinks <p style="text-align: center;">(Ref: PR No.: DSWD7-19-0724)</p>			
(Total net amount in word)		One hundred ninety thousand three hundred twelve pesos and 50/100			190,312.50
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: <u>Trinidad D. Bayron</u> Signature over Printed Name of Supplier <u>6/29/19</u> Date		Very truly yours, <u>Shalaine Marie S. Lucero</u> SHALAINÉ MARIE S. LUCERO Director III/ ARD for Operations			
Funds Available: <u>LOUIE RAY Q. VILLARIN, CPA</u> Regional Accountant		ALOBS No. : _____ Amount : _____			

AO 6/15/02
 PO No. DSWD7-2019-AMP-423