

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-455
Address:	Dao Dist. Tagbilaran City	Date:	06/21/2019
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 catering and venue for various activity					
Title of Activity					
Various Meetings of Pantawid Pamilya Staffs					
Availability:					
		1.) Quarterly PAC/PCC Meeting			
	pax	• August 13, 2019	25	485	12,125.00
	pax	• November 20, 2019	25	485	12,125.00
		(Live-out) Lunch, AM and PM Snacks with venue rental			
		2.) Quarterly Unified POO Meeting			
	pax	• August 23, 2019	64	485	31,040.00
	pax	• November 22, 2019	64	485	31,040.00
		(Live-out) Lunch, AM and PM Snacks with venue rental			
		3.) DSWD – CSO Consultation Meeting and Program Update to Existing and Potential CSO Partners			
	pax	• July 26, 2019	20	485	9,700.00
	pax	• September 20, 2019	20	485	9,700.00
		(Live-out) Lunch, AM and PM Snacks with venue rental			
		Location:			
		• Tagbilaran City			
		Neighborhood Data			
		• The venue must not offer short-term lodging services and not adjacent to casinos, night clubs, bar shows and funeral facilities.			
		Amenities			
		a. Conference Room			
		• Use of (1) Function room that can accommodate the indicated number of pax with no middle obstructing post/object with wide space for workshop and indoor activities			
		• (Pls. specify name of function or function number in the "statement of compliance" column.) Function 1 or 2			
		• No changing of assigned function room during the duration.			
			Total before tax		105,730.00
			5%		4,720.09
			2%		1,888.04
			Total after tax		99,121.87

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<ul style="list-style-type: none"> • Availability of WIFI connection in the function room for the downloading, playing of presentation materials and videos required for the orientation seminar. b. Space Requirements: <ul style="list-style-type: none"> • Registration/working table for secretariat, small table for the projector/ laptop • World cafe arrangement c. Light, Ventilation and Air-conditioning <ul style="list-style-type: none"> • Proper light ventilation and air-conditioning • Must have white bulbs and not yellow/dim to ensure good visual of participants for the entire session a. Audio Visual Requirements: <ul style="list-style-type: none"> • Use of one LCD projector for presentation with screen and 1 laptop. • Complete audio-visual with at least 3 microphones (with working batteries for wireless microphone) • There has to be on-call operator to assist in the AV needs. • Use of whiteboard, extension cords and Philippine flag • Audio-visual must be set up at least 1 hour before the activity. • No electrical charge for the use of own equipment or charging of laptops. a. Other Requirements: <ul style="list-style-type: none"> • Provision of Backdrop and Welcome Streamers/lobby posting. • Has ramp or easy access to PWD participants. Ramp or elevator must be direct to the function room • All activities should be on the same venue • There has to be enough number of standby waiters to assist the participants. There has to be on call medical personnel. Safe and accessible parking space available within the vicinity of the building that is available to the DSWD vehicle and that of the participants. • At least have available over the counter medicines as the need arises. • Transportation for the secretariat from port to venue in bringing supplies and equipment. <p>Catering Services: breakfast, lunch, dinner and 2 snacks (AM & PM)</p> <ul style="list-style-type: none"> • Breakfast/Lunch/Dinner: Rice, appetizer, Soup with vegetable/noodle, 3 main dishes (fish, chicken and pork/beef), dessert (preferably fruits) and natural juices. • AM/PM Snacks: Preferably sandwich or pasta, and natural/local juice as calamansi, pandan, lemon grass, buko etc. • Flowing coffee/choco and purified drinking water • Strictly no softdrinks 			

(Total Amount in Words)

Ninety nine thousand one hundred twenty one pesos and 87/100

Net of tax

99,121.87

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

8/12/19
Date

Very truly yours, Shalaine Marie S. Lucero
SHALAINA MARIE S. LUCERO
Director III/ ARD for Operations

Funds Available: LOUIE RAY C. VILLARIN, CPA
Regional Accountant

ALOBS No. : _____
Amount : _____