

**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: <b>SOUTHVIEW HOTEL</b>	PO No. DSWD7-2019-AMP-504
Address: Banilad, Dumaguete City	Date: 06/26/2019
Contact No.: 421-1010/ 421-2020/0915-789-9915	Mode of Procurement: Lease of venue
Contact Person: Nadine Laplap	TIN: 009-881-138-00

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

Place of Delivery: Dumaguete 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
		<b>Provision of board and lodging, catering and venue for the activity for the below mentioned activity</b>			
		Title of Activity			
		<b>Writeshop Orientation on the Development of the Comprehensive Local Juvenile Intervention Program (CLJIP) of the LGUs</b>			
		Availability:			
	pax	<ul style="list-style-type: none"> <li>July 2-3, 2019 (live-in fullboard with PM Snacks as first provision on first day and Lunch as last provision on the last day)</li> </ul> PM Snacks, Dinner, Breakfast, AM Snacks, Lunch	47	1,350.00	63,450.00
	pax	<ul style="list-style-type: none"> <li>July 4-5, 2019 (live-in fullboard with PM Snacks as first provision on first day and Lunch as last provision on the last day)</li> </ul> PM Snacks, Dinner, Breakfast, AM Snacks, Lunch	54	1,350.00	72,900.00
	pax	<ul style="list-style-type: none"> <li>July 16-17, 2019 (live-in fullboard with PM Snacks as first provision on first day and Lunch as last provision on the last day)</li> </ul> PM Snacks, Dinner, Breakfast, AM Snacks, Lunch	47	1,350.00	63,450.00
	pax	<ul style="list-style-type: none"> <li>July 30-31, 2019 (live-in fullboard with PM Snacks as first provision on first day and Lunch as last provision on the last day)</li> </ul> PM Snacks, Dinner, Breakfast, AM Snacks, Lunch	50	1,350.00	67,500.00
	pax	<ul style="list-style-type: none"> <li>August 1-2, 2019 (live-in fullboard with PM Snacks as first provision on first day and Lunch as last provision on the last day)</li> </ul> PM Snacks, Dinner, Breakfast, AM Snacks, Lunch	46	1,350.00	62,100.00
		Location:			
		<ul style="list-style-type: none"> <li>Dumaguete City, Negros Oriental</li> </ul>			
		Neighborhood Data			
		<ul style="list-style-type: none"> <li>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.</li> </ul>			
		Amenities			
		a. Conference Room			
		Total before tax			<b>329,400.00</b>
		5%			14,705.36
		2%			5,882.14
		Total after tax			<b>308,812.50</b>

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<ul style="list-style-type: none"> <li>• Use of one big function room (12NN to 7PM on the first day and 7AM to 5PM on the second day) that can accommodate 54 participants with no middle or other obstructing post/object to ensure conduciveness of the area for interaction of participants. Function room must have high ceiling for better ventilation and must not be elongated with soundproof wall to screen noises from the other function room while meeting is on-going.</li> <li>• (Pls. specify name of function or function number in the "statement of compliance" column.)</li> <li>b. <b>Space Requirements:</b> <ul style="list-style-type: none"> <li>• Classroom type. Registration/working table for secretariat, small table near the projector for Resource Person.</li> </ul> </li> <li>c. <b>Light, Ventilation and Air-conditioning</b> <ul style="list-style-type: none"> <li>• Must have white light bulbs and not yellowish/dim bulbs to ensure good visual of participants for the entire session.</li> </ul> </li> <li>d. <b>Room Arrangement</b> <ul style="list-style-type: none"> <li>• Triple Sharing Room (one single bed per pax, please)</li> </ul> </li> <li>e. <b>Audio Visual Requirements:</b> <ul style="list-style-type: none"> <li>• Complete sound system w/ at least 3 microphones, 1 LCD projector with big screen, on-call operator.</li> </ul> </li> <li>f. <b>Other Requirements:</b> <ul style="list-style-type: none"> <li>• WIFI connection in the function room for the downloading, playing of presentation, materials and videos required of the training, no electrical charge for the use of own equipment, whiteboard, extension cords, Philippine flag, welcome streamers/backdrop.</li> <li>• Free writing pads and pencils</li> <li>• Fetch/transport secretariat from port to venue and vice versa</li> <li>• Venue must be smoke free zone in compliance to RA 9211 (Tobacco Regulation Act of 2003).</li> </ul> </li> </ul> <p><b>Catering Services: Buffet breakfast, lunch, dinner and 2 snacks (AM &amp; PM)</b></p> <ul style="list-style-type: none"> <li>• Buffet Breakfast/Lunch/Dinner: rice, soup, 3 main courses (choices of fishm chicken, vegetables and pork/beef), dessert (preferably fruits) and natural juices</li> <li>• AM/PM Snacks: burger/sandwiches/pasta and natural juice</li> <li>• Flowing coffee; purified drinking water and assorted candies/nuts with at least 2 standby waiters.</li> <li>• Strictly no softdrinks or powdered juice</li> </ul> <p style="text-align: center;"><b>(PR ref. DSWD7-19-0951)</b></p>			

(Total Amount in Words)

Three hundred eight thousand eight hundred twelve thousand and 50/100

Net of tax

**308,812.50**

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:

*Nadine Laplap*  
Signature over Printed Name of Supplier

7/2/2019  
Date

Very truly yours,

*[Signature]*  
**REBECCA P. GEAMALA**  
Regional Director

Funds Available:

**LOUIE RAY C. WILLARIN, CPA**  
Regional Accountant

ALOBS No. : \_\_\_\_\_

Amount : \_\_\_\_\_

AO 6/15/02

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