

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: GOLDEN PRINCE HOTEL AND SUITES	PO No. DSWD7-2019-AMP-542
Address: Acacia St. Cebu City	Date: 07/08/2019
Contact No.: 230 1500	Mode of Procurement: Lease of venue
Contact Person: Lelet Velasquez	TIN: 211-745-841-000

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: 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			
		Technical Session on Various DSWD Programs' Implementation			
		Availability:			
	pax	<ul style="list-style-type: none"> July 8-10, 2019(live-in fullboard with lunch as first provision on July 8 and AM snacks as last provision on July 10) Breakfast, Lunch, Dinner, AM and PM snacks) 	30	1,800.00	108,000.00
		Location:			
		<ul style="list-style-type: none"> Cebu City 		5%	4,821.43
		Neighborhood Data		2%	1,928.57
		<ul style="list-style-type: none"> The venue must not offer short-term lodging services and not adjacent to casinos, night clubs, bar shows and funeral facilities. 		total after tax	101,250.00
		a. Conference Room			
		<ul style="list-style-type: none"> Use of (1) Function room / open space (7am-8pm) that can accommodate the indicated number of pax with no middle obstructing post/object. Enough space for wellness booth and activities. 			
		<ul style="list-style-type: none"> (Pls. specify name of function or function number in the "statement of compliance" column.)-ALICIA 3 			
		a. Space Requirements:			
		<ul style="list-style-type: none"> Enough space for the said participants and can accommodate paraphernalia for booth and wellness program 			
		a. 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. Complete functional audio-visual with at least 3 microphones There has to be standby 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. Available WIFI connection in the function room for the downloading, playing of presentation materials and videos required for the activity. 			
		a. Room Arrangement/Requirements:			
		<ul style="list-style-type: none"> Single/twin/triple sharing. Extra mattress (if applicable) should be in level with other beds. 			

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p>a. Other Requirements:</p> <ul style="list-style-type: none"> • Provision of Backdrop and Welcome Streamers/lobby posting. • There has to be enough number of standby waiters to assist the participants. There has to be on call medical personnel. Safe accessible parking space available within the vicinity of the building that is available to DSWD vehicle and that of participants. At least have available over the counter medicine as the need arises. Elevator must be available on the floor where conference room is located. <p>Catering Services: breakfast, lunch, dinner and 2 snacks (AM & PM)</p> <ul style="list-style-type: none"> • Breakfast: Rice, 3 main courses (choice of vegetable, fish not creamdory, chicken, pork/beef), 1 dessert (preferably fruits), natural juices. • Lunch/Dinner: Rice, soup w/ vegetable/noodle, 2 main courses (choice of fish not creamdory, chicken, pork/beef), fresh fruit, natural juices. • AM/PM Snacks: preferably sandwich or pasta with natural juices • Others: Flowing coffee/ purified drinking water 			
(Total Amount in Words)		One hundred one thousand two hundred fifty pesos		Net of tax	101,250.00
<p>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.</p>					
Conforme:		<p><i>[Signature]</i> MELVIN APRIOLA Signature over Printed Name of Supplier</p> <p><u>7/7/19</u> Date</p>	<p>Very truly yours,</p> <p><i>[Signature]</i> REBECCA P. GEAMALA Regional Director</p>		
Funds Available:		<p><i>[Signature]</i> LOUIE RAY C. MILLARIN, CPA Regional Accountant</p>	<p>ALOBS No. : _____ Amount : _____</p>		

AO 6/15/02

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