

**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>AZIA SUITES AND RESIDENCES</b>	PO No.	DSWD7-2019-AMP-545
Address:	Rahman Ext. Cebu City	Date:	07/08/2019
Contact No.:	KC Lyn L. Salomon	Mode of Procurement:	Lease of venue
Contact Person:	260-1111/0916-509-9761	TIN:	418-453-920-000

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
		<b>Provision of board and lodging, catering and venue for various activity</b>			
		Title of Activity			
		<b>RCMET Meeting and Workshop</b>			
		<b>Availability:</b>			
	pax	<ul style="list-style-type: none"> <li>July 11, 2019 (live-in fullboard) Breakfast, Lunch, Dinner, AM and PM Snacks</li> </ul>	40	1,500.00	60,000.00
	pax	<ul style="list-style-type: none"> <li>July 12, 2019 (live-out) Lunch, AM and PM Snacks</li> </ul>	40	500.00	20,000.00
	pax	<ul style="list-style-type: none"> <li>November 28, 2019 (live-in fullboard) Breakfast, Lunch, Dinner, AM and PM Snacks</li> </ul>	40	1,500.00	60,000.00
	pax	<ul style="list-style-type: none"> <li>November 29, 2019 (live-out) Lunch, AM and PM Snacks</li> </ul>	40	500.00	20,000.00
		<b>Location:</b>			
		<ul style="list-style-type: none"> <li>Metro Cebu</li> </ul>			
		<b>Neighborhood Data</b>			
		<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>			
		<b>Amenities</b>			
		<b>a. Conference Room</b>			
		<ul style="list-style-type: none"> <li>Use of one big function room (7AM to 8PM as the maximum) that can accommodate 40-60 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> </ul>			
		<ul style="list-style-type: none"> <li>(Pls. specify name of function or function number in the "statement of compliance" column.)-OMADA 3</li> </ul>			
		<b>b. Space Requirements:</b>			
		<ul style="list-style-type: none"> <li>Conference/fishbowl arrangement. Enough space for participants to move in/out the function room with the given setup. Provision of 1 table for the registration/working table for secretariat and 1 small table for resource person near projector.</li> </ul>			
				Total before tax	<b>160,000.00</b>
				5%	7,142.86
				2%	2,857.14
				Total after tax	<b>150,000.00</b>

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p><b>c. Room Arrangement</b></p> <ul style="list-style-type: none"> <li>Triple accommodation 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 lobby to nearby rooms. Preferably equipped with functional television. Room for the secretariat and resource persons must be with WIFI connection.</li> </ul> <p><b>d. Audio Visual Requirements:</b></p> <ul style="list-style-type: none"> <li>Use of 1 LCD projector for presentation. Complete functional and well-maintained audio visual (like TV and sound system) with at least 2 wireless microphones and 1 wired mic. There has to be standby operator to assist the AV needs. Audio visual must be set up at least 1 hour before the activity. Available of whiteboard, extension cords and Philippine flag. No electrical charge for use of own equipment. Available of WIFI connection in the function room for the downloading, playing of presentation materials and videos required of the training.</li> </ul> <p><b>e. Other Requirements:</b></p> <ul style="list-style-type: none"> <li>There has to be enough number of standby waiters to assist the participants. Lighting system of the function room must not be yellowish/dim to retain longer attentiveness of participants. Hotel must have enough parking space within their building premise especially for the vehicles of the DSWD and the participants.</li> <li>Provide ramp or easy access to PWD participants. Ramp or elevator must be direct to the function room.</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 Meals: rice, soup, 3 main dishes (choices of vegetable, fish not creamdory, chicken, and pork/beef), dessert (choices of fresh fruits, fruit salad or pastries like cake) and natural juices</li> <li>AM/PM Snacks: preferably sandwich or pasta with natural juice</li> <li>Others: natural juices like lemon grass, buko. Lemon, watermelon or calamansi juice.</li> <li>Flowing coffee; purified drinking water</li> <li>Strictly no softdrinks</li> </ul>			
(Total Amount in Words)		<b>PR Ref(DSWD7-19-0959)</b> <b>One hundred fifty thousand pesos only</b>		Net of tax	<b>150,000.00</b>

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: KC LYN SALMON  
Signature over Printed Name of Supplier  
Date: 7/10/19

Very truly yours,  
**REBECCA P. GEAMALA**  
Regional Director  
For the Regional Director:  
**GRACE C. SUBONG**  
OIC- Assistant Regional Director for Admin.

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

ALOB No. : 7/14/19  
Amount : \_\_\_\_\_