

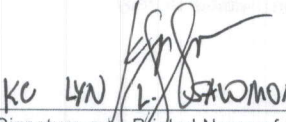
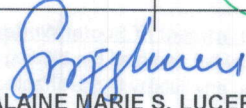
PURCHASE ORDER

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:	AZIA SUITES AND RESIDENCES		PO No.	DSWD7-2019-AMP-557	
Address:	Rahman Ext. Cebu City		Date:	07/09/2019	
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
		Provision of board and lodging, catering and venue for the below mentioned activity.			
		Title of activity :			
		Learning Exchange Forum with Media Practitioners			
		Availability:			
	pax	July 23-26, 2019	38	1400.00	159,600.00
		FULL BOARD - 3 DAYS			
		First Provision: Lunch for July 23, 2019			
		Last Provision: AM Snacks for July 26, 2019			
	pax	July 23-25, 2019	8	1400.00	22,400.00
		FULL BOARD - 2 DAYS			
		First Provision: Lunch for July 23, 2019			
		Last Provision: AM Snacks for July 25, 2019			
		Location:			
		• Cebu City			
		Neighborhood Data			
		• The renting facility must not offer short-term lodging services (e.g. Motels); must not be situated across gambling establishment or casinos and others that may touch in cultural sensitivity like mortuaries or morgues and the like. The function has to be accessible by an elevator. Hotel must be a smoke-free zone in compliant to RA 9211 (Tobacco Regulation Act of 2003).			
		Amenities			
		a. Conference Room			
		• Use of one (1) Function Room (7AM – 8PM as the maximum) that can accommodate maximum of 40 pax with no middle obstructing post/object per function/conference room.			
		• No changing of assigned function room during the duration of the activity. Elevator must be available on the floor where the function room is located.			
		• (Pls. specify name of function or function number in the "statement of compliance" column.)- OMADA 3			
		a. Space Requirements:			
		• World Café arrangement.			
		• Provision of 1 table for the registration/working table for secretariat and for the laptop/projector.			
		a. Audio Visual Requirements:			
		• Use of one LCD projector and 1 of 2 Laptop for presentation per function room/conference room.			
				total before tax	182,000.00
				5%	8,125.00
				2%	3,250.00
				Gross Amount	170,625.00

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<ul style="list-style-type: none"> • Complete functional Audio-Visual equipment with at least 3 microphones, preferably wireless. • There has to be standby operator to assist in the AV needs. Audio Visual must be set up at least 1 hour before the activity. • Available whiteboard, extension cords, and Philippine Flag per function/conference room. • No electrical charge for the use of own equipment. • Available WIFI connection in the function room for the downloading, playing of presentation materials and videos required for the training. <p>a. Room Arrangement/Requirements:</p> <ul style="list-style-type: none"> • 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 free drinking water per request inside the room or with water refill station accessible in the lobby to nearby rooms. Room for the secretariat and Resource Persons must be with WIFI connection. <p>a. Other Requirements:</p> <ul style="list-style-type: none"> • Provision of Backdrop and Welcome streamers/Lobby posting. • Transportation for the secretariat from DSWD Field Office to the venue in bringing supplies and equipment's on the 1st day and last day of the activity. • There has to be enough number of stand-by 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 the DSWD vehicle and that of the participants. • Venue must be a smoke-free zone in compliant to RA 9211 <p>Catering Services: Menu</p> <ul style="list-style-type: none"> • Breakfast/Lunch/Dinner: Rice, Soup with vegetable/noodle, appetizer, 3 main dishes (fish, chicken, and pork/beef), Fresh fruit juice • AM/PM Snacks: Preferably Sandwich or Pasta with Natural juices. <p>Other Requirements:</p> <ul style="list-style-type: none"> • Flowing Coffee / Purified Drinking Water <p style="text-align: center;">(Ref: PR No.: DSWD7-19-1061)</p>			
(Total net amount in word)	One hundred seventy thousand six hundred twenty five pesos				170,625.00
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>KC LYN L. STAMON</u> Signature over Printed Name of Supplier <u>7/19/19</u> Date	Very truly yours,  SHALAINE MARIE S. LUCERO Director III/ ARD for Operations			
Funds Available:	LOUIE RAY C. VILARIN, CPA Regional Accountant	ALOBS No. : _____ Amount : _____			