

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:	WELLCOME HOTEL	PO No.	DSWD7-2019-AMP-562
Address:	18 Molave St., Cebu City	Date:	07/11/2019
Contact No.:	0917-6760221	Mode of Procurement:	Lease of venue
Contact Person:	Tixie Jane Magallanes	TIN:	000-261-905-003

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 catering and venue for the activity for the below mentioned activity			
		Title of Activity: Adoption and Foster Care Regional Matching Conference			
		Availability:			
	pax	• July 18, 2019	15	800.00	12,000.00
	pax	• July 25, 2019	15	800.00	12,000.00
	pax	• August 8, 2019	15	800.00	12,000.00
	pax	• August 29, 2019	15	800.00	12,000.00
	pax	• September 5, 2019	15	800.00	12,000.00
	pax	• September 19, 2019	15	800.00	12,000.00
	pax	• October 10, 2019	15	800.00	12,000.00
	pax	• October 24, 2019	15	800.00	12,000.00
	pax	• November 7, 2019	15	800.00	12,000.00
	pax	• November 21, 2019	15	800.00	12,000.00
	pax	• December 5, 2019	15	800.00	12,000.00
	pax	• December 19, 2019	15	800.00	12,000.00
		(live-out)			
		Lunch, AM and PM Snacks with venue rental		total before tax	144,000.00
				5%	6,428.57
				2%	2,571.43
				total after tax	135,000.00
		Location:			
		• Cebu City			
		Neighborhood Data			
		• The 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. Venue must be a smoke-free zone in compliance to RA 9211.			
		Amenities			
		a. Conference Room:(Yolees)			
		• Use of one function room (7am-8pm as the maximum) that can accommodate the indicated number of pax 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 other function room while meeting is ongoing.			
		b. Space Requirements:			
		• Conference/fishbowl arrangement/ Classroom 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 of 2 table for resource person near the projector.			

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		<p>c. Audio Visual Requirements:</p> <p>Provision of 1 LCD with screen & projector for presentation. Complete functional and well-maintained audio visual with at least 3 microphones (1 wired and 2 wireless). There has to be on call operator to assist the AV needs. AV must be set-up at least 1 hour before that activity. Use of whiteboard, extension cords, and Philippine flag. No electrical charge for use of own equipment. Use of WIFI connection in the function room for the downloading, playing of presentation materials and videos required of the training.</p> <p>d. Other Requirements:</p> <p>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. At least have over the counter medicine as need arises.</p> <p>Statement of account must be released on the day of the activity.</p> <p>Catering Services: lunch and 2 snacks (AM & PM)</p> <ul style="list-style-type: none"> • Buffet Lunch: Rice, Soup, 3 main dishes (vegetable, fish, chicken, pork/beef), dessert (choice of fresh fruits, fruit salad or pastries like cake) and natural juices • AM/PM Snacks: choices of sandwich, native kakanin, burger/siopao, pasta with natural juices • Others: Flowing coffee/purified drinking water <p>PR Ref.(PR No.DSWD7-19-1004)</p>			
(Total net amount in word)		One hundred thirty five thousand pesos only			135,000.00
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:		<p><i>[Signature]</i> TRIXIE JANE O. MAGALUANS Signature over Printed Name of Supplier</p> <p><u>7/17/19</u> Date</p>	<p>Very truly yours,</p> <p>REBECCA P. GEAMALA Regional Director For the Regional Director:</p> <p><i>[Signature]</i> GRACE Q. SUBONG CIC- Assistant Regional Director for Admin.</p> <p>7/14</p>		
Funds Available:		<p>LOUIE RAY O. VILLARIN, CPA Regional Accountant</p>	<p>ALOBS No. _____ Amount : _____</p>		

AO 6/15/02
PO No. DSWD7-2019-AMP-562