

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:	EXPRESS INN CORPORATION	PO No.	DSWD7-2019-AMP-569
Address:	Osmena Blvd., Cebu City	Date:	08/14/2019
Contact No.:	09331273767	Mode of Procurement:	Lease of Venue
Contact Person:	Leni Freda Alatraca	TIN:	288-402-687-002
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:	August 15-16, 2019	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 : LSWDO SDA Tool Orientation to P/C/MSWDOs			
		Availability:			
	pax	• August 15, 2019 (live-in fullboard) Breakfast, Lunch, Dinner, AM and PM Snacks	60	2000.00	120,000.00
	pax	• August 16, 2019 (live-out) Breakfast and AM Snacks	60	200.00	12,000.00
		Location:			
		• Cebu City			
		Neighborhood Data			
		• 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.			
		Amenities			
		a. Conference Room			
		• Use of 2 separate function rooms from 7AM to 7PM and can accommodate a maximum of 80 pax with enough space for interaction and buffet table; no middle obstructing post/object; and with wide space for structured learning activities.			
		• (Pls. specify name of function or function number in the "statement of compliance" column.)- PLARIDEL FUNCTION ROOM			
		b. Space Requirements:			
		• Conference arrangement with 5-6 chairs per table; with registration/working table for secretariat and with table near the projector for the resource person.			
		c. Room Arrangement			
		• 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.			
				Total before tax	132,000.00
				5%	5,892.86
				2%	2,357.14
				Net Amount	123,750.00

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p>d. Audio Visual Requirements:</p> <ul style="list-style-type: none"> Use of 2 LCD projectors and 2 screens for presentation. Complete audio visual) with at least 6 microphones. There has to be on call operator to assist the AV needs. Audio visual must be set up at least 1 hour before the activity. Use 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. <p>e. Other Requirements:</p> <ul style="list-style-type: none"> There must be available parking space for the participants' vehicle Statement of account must be available on the last day of the activity. Hotel must be smoke-free zone in compliance to RA9211 <p>Catering Services: Buffet breakfast, lunch, dinner and 2 snacks (AM & PM)</p> <ul style="list-style-type: none"> Menu: rice, soup, 3 main dishes (choices of vegetable, fish not creamdory, chicken, and pork/beef), dessert (preferably fruits) and natural juices AM/PM Snacks: variation of pasta, pastries, bread and juice such as calamansi, buko, etc. Strictly no softdrinks Others: flowing coffee, tea, purified drinking water, candies, nuts 			
		(Ref: PR No.: DSWD7-19-1020)			
(Total net amount in word)		One hundred twenty three thousand seven hundred fifty pesos			123,750.00
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>Lani Freda Alarcon</i> LANI FREDA S. ALARCON Signature over Printed Name of Supplier</p> <p><u>Aug. 14, 2019</u> Date</p>		<p>Very truly yours, <i>Shalaine Marie S. Lucero</i> SHALAIN MARIE S. LUCERO Director III/ ARD for Operations</p> <p><i>8/14</i></p>	
Funds Available:		<p>LOUIE RAY C. VILLARIN, CPA Regional Accountant</p> <p><i>[Signature]</i></p>		<p>ALOBS No. : _____ Amount : _____</p>	

AO 6/15/02

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