

**PURCHASE ORDER**

Department of Social Welfare and Development  
Field Office VII

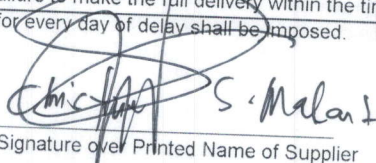
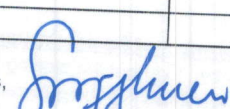
cor. MJ Cuenco Ave. & Gen. Maxilom Ave., Cebu City Tel. # 2330261, 2338785 Fax # 4129908, 2321192

Supplier:	<b>ALTA BOHOL GARDEN RESORT INC.</b>	PO No.	DSWD7-2019-AMP-588
Address:	San Isidro, Baclayon, Bohol	Date:	07/22/2019
Contact No.:	<b>906-576-4054</b>	Mode of Procurement:	Lease of Venue
Contact Person:	Stella Marie Artuba/ Christine Malait	TIN:	464-138-210-000

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery:	Baclayon, Bohol	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 the below mentioned activity</b>			
		Title:			
		• <b>Learning and Development Intervention on Project Management and Conflict Resolution for SLP PDOs</b>			
		<b>Availability:</b>			
	pax	• <b>July 24-26, 2019</b> (live-in fullboard with breakfast as first provision and dinner as last provision) Breakfast, Lunch, Dinner, AM and PM Snacks	35	1,350.00	141,750.00
	pax	• <b>August 14-16, 2019</b> (live-in fullboard with breakfast as first provision and dinner as last provision) Breakfast, Lunch, Dinner, AM and PM Snacks	35	1,350.00	141,750.00
		<b>Location:</b>			
		• Tagbilaran City and nearby municipalities			
		<b>Neighborhood Data</b>			
		• 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.			
		<b>Amenities</b>			
		<b>a. Conference Room:</b>			
		• Use of one function room (7am-9pm as the maximum) that can accommodate the indicated number of pax for the preliminaries. No middle or other obstructing post/object with wide space for workshop activities. Conference room must have soundproof wall. - No changing of assigned function room during the duration of activity.-CPG/ TUBIGON HALL			
		<b>b. Space Requirements:</b>			
		• Conference type of arrangement/ World café. Provision of 1 table for the registration/working table for secretariat and for the laptop/projector. With ample space for workshops or activities like group role playing and other structured learning activities. With elevated platform and lectern.			
				total before tax	<b>283,500.00</b>
				5%	12,656.25
				2%	5,062.50
				total after tax	<b>265,781.25</b>

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p><b>c. Audio Visual Requirements:</b></p> <p>Availability of 1 LCD projector/function hall for presentation. Complete Audio Visual with at least 3 microphones/function hall (1 wired and 2 wireless). There has to be a standby operator to assist in 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 WIFI connection in the function room for the downloading, playing of presentation materials and videos required of the training.</p> <p><b>d. Room Requirements:</b></p> <p>Triple or quadruple accommodation for pax with separate beds for male participants and as per request for female participants. Additional beds has to be in level with others and should not only be a mattress on 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 per request inside the room or with water refill station accessible in the nearby rooms. Each room must be equipped with cabinet. Preferably equipped with functional television and refrigerator. Room for the secretariat and resource person must be with wifi internet connection.</p> <p><b>e. Other Requirements:</b></p> <p>Provision of backdrop and welcome streamers/lobby posting. Transportation for secretariat from DSWD FOVII to venue in bringing supplies and equipment in the 1<sup>st</sup> and last day. 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 the participants. At least have over the counter medicine as need arises.</p> <p><b>Catering Services: breakfast, lunch, dinner and 2 snacks (AM &amp; PM)</b></p> <ul style="list-style-type: none"> <li>• Buffet Breakfast: Rice (preferably with local root crops), 3 main course (choice of fish not creamdory, chicken, pork/beef), dessert (preferably fruits) and drinks (coffee or hot chocolate)</li> <li>• Buffet Lunch/Dinner: Rice, Soup, 3 main dishes (vegetable, fish not creamdory, chicken, pork/beef), dessert (preferably fruits) and natural juices</li> <li>• AM/PM Snacks: variation of pasta, bread, native snacks and natural/local juice such as calamansi, pandan, lemon grass, buko etc.</li> <li>• Others: Flowing coffee/purified drinking water</li> <li>• No serving of pork for the whole duration of activity for participants with special dietary needs and with religious requirements (seventh day Adventists and Moslems).</li> </ul> <p align="center"><b>(Ref: PR No.: DSWD7-19-0279)</b></p>			
		(Total Net Amount in Word)			<b>265,781.25</b>
		Two hundred sixty five thousand seven hundred eighty one pesos and 25/100			
		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:  Signature over Printed Name of Supplier		Very truly yours,  <b>SHALAINE MARIE S. LUCERO</b> Director III/ ARD for Operations	
		Date			<b>JUL 22 2019</b>
		Funds Available:			
		LOUIE RAY C. VILLARIN, CPA Regional Accountant			
				ALOBS No. : _____ Amount : _____	