

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:	ALTA CEBU VILLAGE GARDEN RESORT INC.	PO No.	DSWD7-2019-AMP-600
Address:	Pilipog, Cordova Cebu	Date:	07/24/2019
Contact No.:	496-7812/0943-1415440	Mode of Procurement:	Lease of Venue
Contact Person:	Christine S. Malait	TIN:	464-138-210-000
Gentlemen:			

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

Place of Delivery:	Cordova, Cebu	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.			
		Title of Activity: 2nd Capability Building for ABSNET Cluster Members			
		Availability:			
	pax	1 st Batch August 22-23, 2019	20	1,650.00	66,000.00
	pax	2 nd Batch August 29-30, 2019	25	1,650.00	82,500.00
		FullBoard (Breakfast as first provision and dinner as the last provision)			
		Location: • Cebu City or Metro Cebu			
		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 – 9PM as the maximum) that can accommodate the indicated number of pax for the preliminaries. No middle 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 the activity. • (Pls. specify name of function or function number in the "statement of compliance" column.)- KINAADMAN/KALAMPUSAN HALL b. Room Requirements: • Triple accommodation for pax with separate beds for male participants and as per request for female participants. 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 nearby room. 1 of 2 room must be equipped with cabinet.			
		Total Before tax			148,500.00
		5%			6,629.46
		2%			2,651.79
		Gross Amount			139,218.75

Stock No.	Unit	Description	Quant.	Unit Cost	Amount
		<ul style="list-style-type: none"> • Preferably equipped with functional television and refrigerator. Room for the secretariat and Resource Persons must be with WIFI internet connection. c. Space Requirements: <ul style="list-style-type: none"> • Conference type of arrangement. 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. d. Audio Visual Requirements: <ul style="list-style-type: none"> • 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 the use of own equipment. • Available WIFI connection in the function room for the downloading, playing of presentation materials and videos required of the training. e. Other Requirements: <ul style="list-style-type: none"> • Provision of Backdrop and Welcome streamers/Lobby posting. Transportation for secretariat from the port to the venue in bringing supplies and equipment's in the 1st and last day. 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. • At least have available over the counter medicine as need arises. Smoke free zone facility. • Statement of account must be released on the last day of the activity. <p>Catering Services: Buffet breakfast, lunch and 2 snacks (AM & PM)</p> <ul style="list-style-type: none"> • Buffet Breakfast: Rice (preferably with local root crops), 3 main course (choice of fish, beef, chicken, pork), 1 dessert (preferable fruits), drinks (coffee or hot chocolate) • Buffet Lunch: Rice, Soup, 3 main courses (vegetable, fish, chicken and pork/beef), dessert (preferably fresh fruits) and natural juices • AM/PM Snacks: variation of pasta, bread, native snacks and natural/local juice such as calamansi, pandan, lemon grass, buko etc. • NO SOFTDRINKS • Others: Flowing Coffee / Purified Drinking Water • No serving on cream dowry fish • No serving of pork for the whole duration of activity for participants with special dietary needs. <p style="text-align: right;">PR Ref.(PR No.DSWD7-19-1033)</p>			
(Total net amount in word)		One hundred thirty nine thousand two hundred eighteen pesos 75/100			139,218.75
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 Date <u>8/07/19</u>	Very truly yours,	REBECCA P. GEAMALA Regional Director <i>For the Regional Director:</i> SHALINE MARIE S. LUCERO Director III / Asst. Regional Director for Operations	
Funds Available:		LOUIE RAY C. VILLARIN, CPA Regional Accountant	ALOBS No. : _____	Amount : _____	