

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: GOLDEN PEAK HOTEL & SUITES	PO No. DSWD7-2019-AMP-601
Address: Gorordo Ave, Cor. Escario St., Kamputhaw, Cebu City	Date: 07/24/2019
Contact No.: 233-8111	Mode of Procurement: Lease of venue
Contact Person: Creslito Nieves	TIN: 228-372-701-000

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 catering and venue for the activity for the below mentioned activity			
		Title of Activity			
		IACAT 7-ACP-VAWC Quarterly Meeting			
		Availability:			
pax		• August 23, 2019	50	600.00	30,000.00
pax		• October 18, 2019 (live-out)	50	600.00	30,000.00
		Lunch, AM and PM Snacks with venue rental			
		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. The function has to be accessible by an elevator.			
		Amenities			
		a. Conference Room			
		• Use of one (1) Function Room (7AM- 8PM as the maximum) that can accommodate the indicate number of pax with no middle obstructing post/object with wide space enough for workshop activities. No changing of assigned function room during the duration. Use of WIFI connection in the function room for the downloading, playing of presentation materials and videos required of the activity.			
		• (Pls. specify name of function or function number in the "statement of compliance" column.)- PLATINUM HALL			
		b. Space Requirements:			
		• Provision of 2 tables for the registration/working table for secretariat and for the laptop/projector. Conversion of other rooms such as restaurant or bar type rooms into function room is not allowed.			
		c. Audio Visual Requirements:			
				Total before tax	60,000.00
				5%	2,678.57
				2%	1,071.43
				Total after tax	56,250.00

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<ul style="list-style-type: none"> Use of 1 LCD projector for presentation. Complete Audio Visual with at least 3 microphones. There has to be on call 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. <p>d. Other Requirements:</p> <ul style="list-style-type: none"> Has enough parking space within the building Has elevator where the function room is located in case of 4th floor and above Up to 4th floor as the highest floor to consider the needs of participants at senior citizen level. Location of the venue must not be near creek. <p>Catering Services: Lunch AM and PM Snacks Menu: Lunch and 2 snacks (am snacks and pm snacks) with natural juice (light sweet-flavored)</p> <p align="center">(PR ref. DSWD7-19-991)</p>			

(Total Amount in Words)	Fifty six thousand two hundred fifty pesos			Net of tax	56,250.00
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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:

[Handwritten Signature]
Signature over Printed Name of Supplier

8/7/19
Date

Very truly yours,

REBECCA P. GEAMALA
Regional Director
For the Regional Director:
[Handwritten Signature] 7/30
JOSEPHINE C. BELTINDOS
Social Welfare Officer V

Funds Available:

LOUIE RAY C. VILLARIN, CPA
Regional Accountant
[Handwritten Signature]

ALOBS No. : _____
Amount : _____

AO 6/15/02

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