

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

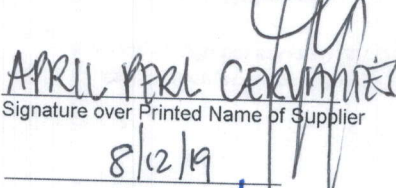
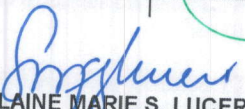
Supplier:	MANHATTAN SUITES INN	PO No.	DSWD7-2019-AMP-622
Address:	South Road, Calindagan, Dumaguete City	Date:	07/31/2019
Contact No.:	422-8200	Mode of Procurement:	Lease of Venue
Contact Person:	Perl Cervantes	TIN:	283-587-761-000

Gentlemen:

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

Place of Delivery:	Dumaguete 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 board and lodging, catering and venue for the below mentioned activity			
		Title of activity :			
		Training on DSWD Disaster Reporting Guidelines and Protocols			
		Availability:			
	pax	<ul style="list-style-type: none"> August 13, 2019 (live-in fullboard with AM Snacks as first provision on Aug. 13 and Breakfast as last provision on Aug. 14) Breakfast, Lunch, Dinner, AM and PM Snacks 	40	1500.00	60,000.00
	pax	<ul style="list-style-type: none"> August 14, 2019 (live-out) Lunch, Dinner, AM and PM Snacks w/ venue rental 	40	750.00	30,000.00
	pax	<ul style="list-style-type: none"> August 15, 2019 (live-in fullboard with AM Snacks as first provision on Aug. 15 and Breakfast as last provision on Aug. 16) Breakfast, Lunch, Dinner, AM and PM Snacks 	40	1500.00	60,000.00
	pax	<ul style="list-style-type: none"> August 16, 2019 (live-out) Lunch, Dinner, AM and PM Snacks w/ venue rental 	40	750.00	30,000.00
		Location:			
		<ul style="list-style-type: none"> Dumaguete City 			
		Neighborhood Data			
		<ul style="list-style-type: none"> 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			
		<ul style="list-style-type: none"> Conference Room: Use of One (1) Function Room (7AM-9PM) as the maximum) that can accommodate the indicated number of pax. No changing of assigned function room during the duration of the activity. Preferably function hall must be within the ground floor and if not, it should be accessible through an elevator (Pls. specify name of function or function number in the "statement of compliance" column.)-ELENA 1 			
		b. Space Requirements:			
		<ul style="list-style-type: none"> Conference arrangement/classroom type/bus type. Provision of 2 tables for the registration/working table for secretariat and for the laptop/projector 			
		c. Light, Ventilation and Air-conditioning			
				Total before tax	180,000.00
				5%	8,035.71
				2%	3,214.29
				Net Amount	168,750.00

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<ul style="list-style-type: none"> • Must have white light bulbs and not yellowish/dim bulbs to ensure good visual of participants for the entire session. <p>d. Audio Visual Requirements:</p> <ul style="list-style-type: none"> • Use of 1 LCD projector for presentation. Complete Audio visual at least 3 microphones (2 cord-less and 1 with wire). 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 the use of equipment. Use of WIFI connection in the function room for the downloading, playing of presentations materials and videos required of the training. <p>e. Room Arrangement/Requirements:</p> <ul style="list-style-type: none"> • 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 nearby rooms. Preferably equipped with functional television. Use of WIFI connection. Rooms located 2nd floor and above should be accessible through an elevator. <p>f. Other Requirements:</p> <ul style="list-style-type: none"> • Provision of Backdrop and Welcome streamers/Lobby posting. There has to be enough number of stand-by-waiters to assist the participants. There has to be on call medical personnel. Free use of parking space. Free transportation for the secretariat from port to venue on the first day and from venue to port on the last day of activity <p>Catering Services: breakfast, lunch, dinner, and 2 snacks (AM & PM)</p> <ul style="list-style-type: none"> • Buffet Breakfast: Rice, 3 main courses (choice of fish not cream dory, beef, chicken, pork), 1 dessert (preferably fresh fruits), Drinks (coffee or hot chocolate) • Buffet Lunch/Dinner: Rice, Soup, appetizer 3 main dishes (vegetable, fish not cream dory, chicken and pork/beef), dessert (preferably fresh fruits) and natural juices. • AM/PM Snacks: Variation of pasta, bread and pastries with natural juices • Flowing coffee; purified drinking water • Strictly no softdrinks 			
		(Ref: PR No.: DSWD7-19-1018)			
(Total net amount in word)	One hundred sixty eight thousand seven hundred fifty pesos				168,750.00
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:	 Signature over Printed Name of Supplier APRIL PEARL CERVANTES 8/12/19 Date		Very truly yours,	 SHALAINÉ MARIE S. LUCERO Director III/ ARD for Operations	
Funds Available:	LOUIE RAY C. VILLARIN, CPA Regional Accountant			ALOBS No. : _____ Amount : _____	

AO 6/15/02

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