

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 VALLEY HOTEL	PO No.	DSWD7-2019-AMP-631
Address:	155-A Pelaez St. Cebu City	Date:	08/16/2019
Contact No.:	253-8481/ 0905-522-3078	Mode of Procurement:	Lease of venue
Contact Person:	Mel L. Aleguijo	TIN:	004-265-210-000

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 board and lodging, catering and venue for the activity for the below mentioned activity			
		Title of Activity			
		Training on Basic Interviewing Skills and Administration of Household Assessment Form (HAF) for DSWD Staff			
		Availability:			
	pax	<ul style="list-style-type: none"> August 20, 2019 (1st Batch) (Live in) Breakfast as first provision and dinner as last provision with venue rental 	20	1,700.00	34,000.00
	pax	<ul style="list-style-type: none"> August 21-23, 2019 (2nd Batch) (Live in) Lunch as first provision and AM Snack on August 23, 2019 as last provision with venue rental 	60	1,700.00	204,000.00
		Location:			
		<ul style="list-style-type: none"> Cebu City 			
		Neighborhood Data			
		<ul style="list-style-type: none"> 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 RA9211 (Tobacco Regulation Act of 2003) 			
		Amenities			
		a. Conference Room			
		<ul style="list-style-type: none"> Use of (1) Function room (8am-6pm) that can accommodate the following: 1st Batch – 20 pax on August 6, 2019 from 6 AM to 7 PM 2nd Batch – 60 pax on August 7, 2019 from 10 AM to 7 PM and on August 8, 2019 from 6 AM to 7 PM and on August 9, 2019 from 6 AM to 10 AM. Both will have enough space for movement and buffet table; no middle obstructing post-object; with wide space enough for structured earning activities such as dancing, exercise, workshop, gallery walk, small groupings, etc. 			
		<ul style="list-style-type: none"> (Pls. specify name of function or function number in the "statement of compliance" column.)-EMERALD/PDR & ALICIA 5 			
		a. Space Requirements:			
		<ul style="list-style-type: none"> Classroom type with 5-6 chairs per table; 2 registration / working tables for secretariat at the back, small table near projector for Resource Person in each function rooms. 			
		a. Audio Visual Requirements:			
		1 of 2			
		Total before tax			238,000.00
		5%			10,625.00
		2%			4,250.00
		Total after tax			223,125.00

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<ul style="list-style-type: none"> Use of one (1) LCD Projector with one (1) laptop for presentation. Complete functional Audio Visual (surround sound system) with at least 3 wireless microphones. There must be a standby operator to assist in the AV needs. Audio Visual must be set up at least 1 hour before the activity. <p>a. Audio Visual Requirements:</p> <ul style="list-style-type: none"> Use of one (1) LCD Projector with one (1) laptop for presentation. Complete functional Audio Visual (surround sound system) with at least 3 wireless microphones. There must be a standby operator to assist in the AV needs. Audio Visual must be set up at least 1 hour before the activity. <p>a. Facility Requirements:</p> <ul style="list-style-type: none"> Use of 10mbps WIFI connection for each function room (solely for the training team) for the downloading, playing of the presentation materials and videos required of the training, backdrop and welcome streamer/lobby posting; no electrical charge for the use of own equipment, whiteboard, extension cords and Philippine Flag. One (1) room accommodation with two (2) separate beds for RPs / Secretariat with use of 10 mbps wifi connection. Double / Triple accommodation for participants with three (3) separate beds. Additional bed should be level with others not just a mattress on the floor. With provision of complimentary basic toiletries (soap, shampoo, toothpaste, etc.), bottled drinking water, coffee, sugar and inside slipper. <p>a. Other Requirements</p> <ol style="list-style-type: none"> One (1) on-call medical personnel in case of emergency and at least 3 stand-by waiters. Guaranteed pax on first day and based on actual number of pax on the succeeding days. SOA must be available on the last day of the activity. Hotel must be smoke free zone in compliance to RA 9211. Hotel to provide vehicle service for secretariat to pick up training materials on the first and last day of the activity. <p>Catering Services:</p> <ul style="list-style-type: none"> Buffet Breakfast: Rice, Soup, 3 main dishes (choice of fish, chicken, pork, or beef); 1 dessert (preferably fresh fruits), and drinks (natural juices) Buffet Lunch/Dinner: Appetizer, Rice, Soup, 3 main dishes (choice of fish, chicken, pork, or beef); 1 dessert (choice of fresh fruits, fruit salad, pastries like cake), and drinks (natural juices) AM/PM Snacks: Sandwich, Pasta, Empanada, Meat or Ube Roll, etc. and drinks (natural juices) <p>Note:</p> <ul style="list-style-type: none"> Strictly NO serving of cream dory (fish) Strictly NO serving of softdrinks Natural Juices (Lemon Grass, Calamansi, Pineapple, Buko, Orange, Mango, Watermelon or cucumber) <p>Others:</p> <ul style="list-style-type: none"> Flowing coffee / choco / milk; Purified Drinking Water in each function rooms. <p style="text-align: center;">(PR ref. DSWD7-19-1092)</p>			

(Total Amount in Words) **Two hundred twenty three thousand one hundred twenty five pesos** Net of tax **223,125.00**

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: LUENA D. VILLAYER
Signature over Printed Name of Supplier
Date: 8/16/19

Very truly yours,
Shalaine Marie S. Lucero
SHALAINE MARIE S. LUCERO
Director III/ ARD for Operations

Funds Available: LOUIE RAY C. VILLARIN, CPA
Regional Accountant

ALOBS No. : _____
Amount : _____