

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-684
Address:	South Road, Calindagan, Dumaguete City	Date:	08/20/2019
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 catering and venue for the activity for the below mentioned activity			
		Title of Activity			
		Orientation of LGUs and C/MAT Leaders of Negros Oriental and Siquijor Province on Listahanan 3 Implementation			
		Availability:			
	pax	• September 5, 2019 (1 st Batch) (Live-out) Breakfast as first provision and packed dinner as last provision with venue rental	92	950.00	87,400.00
	pax	• September 6, 2019 (2 nd Batch) (Live-out) Breakfast as first provision and packed dinner as last provision with venue rental	87	950.00	82,650.00
		Total before tax			170,050.00
		5%			7,591.52
		2%			3,036.61
		Total after tax			159,421.83
		Location:			
		• Dumaguete City			
		Neighborhood Data			
		• 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			
		• Use of (1) Function room (8am-6pm) that can accommodate the following:			
		1 st Batch – 92 pax on September 5, 2019 from 6 AM to 7 PM			
		2 nd Batch – 87 pax on September 6, 2019 from 6 AM to 7 PM.			
		All the said dates 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.			
		• (Pls. specify name of function or function number in the "statement of compliance" column.)-(OMADA 2 & 3)			
		• 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			

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. 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 in each function rooms. <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. 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: 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) Pack Dinner: Rice, 3 main dishes (choice of fish, chicken, pork or beef); 1 dessert (banana), and drink (bottled water) 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. 			
(Total Amount in Words)		One hundred fifty nine thousand four hundred twenty one thousand and 89/100		Net of tax	159,421.88
<p>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.</p>					
<p>Conforme: <u>APRIL PERI PERALTA</u></p> <p>Signature over Printed Name of Supplier</p> <p><u>9/4/9</u></p> <p>Date</p>		<p>Very truly yours,</p> <p>REBECCA P. GEAMALA Regional Director</p> <p>For the Regional Director: <u>SHALINE MARIE S. LUCERO</u> Director III / Asst. Regional Director for Operations</p>			
<p>Funds Available:</p> <p><u>LOUIE RAY C. VILLARIN, CPA</u> Regional Accountant</p>		<p>ALOBS No. : _____</p> <p>Amount : _____</p>			

AO 6/15/02

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