

**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:	<b>PANDA TEA GARDEN SUITES</b>	PO No.	DSWD7-2019-AMP-713
Address:	Dao Dist. Tagbilaran City	Date:	08/21/2019
Contact No.:	501-8773/422-2456	Mode of Procurement:	Lease of Venue
Contact Person:	Trinidad D. Bayron	TIN:	119-179-015

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

Place of Delivery:	Tagbilaran 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
		<p><b>Provision of board and lodging, catering and venue for the below mentioned activity.</b></p> <p>Title of Activity:</p> <ul style="list-style-type: none"> <li><b>Motivational Training on Rediscovering Oneself for Personal Self-Compassion and Finding Happiness in the Workplace cum Program Implementation Review on Alternative Parental Care Program</b></li> </ul> <p>Availability:</p> <ul style="list-style-type: none"> <li><b>October 1-4, 2019</b> (live-in fullboard with breakfast as first provision and dinner as last provision) Breakfast, Lunch, Dinner, AM and PM Snacks</li> </ul> <p>Location:</p> <ul style="list-style-type: none"> <li>Tagbilaran City</li> </ul> <p>Neighborhood Data</p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p>Amenities</p> <p>a. <i>Conference Room: (FUNCTION 1 OR PAVILLION)</i></p> <ul style="list-style-type: none"> <li>Use of one function room (7am-8pm as the maximum) that can accommodate the indicated number of pax with no middle or other obstructing post/object to ensure conduciveness of the area for interaction of participants. Function room must have high ceiling for better ventilation and must not be elongated with soundproof wall to screen noises from other function room while meeting is ongoing.</li> </ul> <p>b. <i>Space Requirements:</i></p> <ul style="list-style-type: none"> <li>Conference/fishbowl arrangement/ Classroom arrangement. Enough space for participants to move in/out the function room with the given setup. Provision of 1 table for the registration/working table for secretariat and 1 small table for resource person near the projector.</li> </ul>	60	1,490.00	<b>357,600.00</b>
				5%	15,964.29
				2%	6,385.71
				Total after tax	<b>335,250.00</b>

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		<p><b>c. Audio Visual Requirements:</b></p> <p>Provision of 1 LCD with screen &amp; projector for presentation. Complete functional and well-maintained audio visual with at least 3 microphones (1 wired and 2 wireless). There has to be on call operator to assist the AV needs. AV must be set-up at least 1 hour before that activity. Use of whiteboard, extension cords, and Philippine flag. No electrical charge for use of own equipment. Use of WIFI connection in the function room for the downloading, playing of presentation materials and videos required of the training.</p> <p><b>d. Room Requirements:</b></p> <p>Triple accommodation for pax with separate beds for male participants and as per request for female participants. Additional beds has to be in level with others and should not only be a mattress on 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 per request inside the room or with water refill station accessible in the nearby rooms. Each room must be equipped with cabinet. Preferably equipped with functional television and refrigerator. Room for the secretariat and resource person must be with wifi internet connection.</p> <p><b>e. Other Requirements:</b></p> <p>Provision of backdrop and welcome streamers/lobby posting. Transportation for secretariat from DSWD FOVII to venue in bringing supplies and equipment in the 1<sup>st</sup> and last day. There has to be enough number of standby waiters to assist the participants. There has to be on call medical personnel. At least have over the counter medicine as need arises.</p> <p>Statement of account must be released on the day and based on actual pax on the succeeding days.</p> <p><b>Catering Services: breakfast, lunch, dinner and 2 snacks (AM &amp; PM)</b></p> <ul style="list-style-type: none"> <li>• Buffet Breakfast/Lunch/Dinner: Rice, Soup, 3 main dishes (vegetable, fish not creamdory, chicken, pork/beef), dessert (choice of fresh fruits, fruit salad or pastries like pie, pudding, cheesecake) and natural juices or fruit smoothie</li> <li>• AM/PM Snacks: choices of sandwich, native kakanin, burger/siopao, pasta with natural juices or fruit smoothie</li> <li>• Others: No softdrinks. Only natural juice like lemon grass or calamansi juice or fruit smoothie.</li> <li>• Flowing coffee/purified drinking water</li> </ul> <p align="center"><b>(Ref: PR No.: DSWD7-19-1038)</b></p>			
(Total Amount in Words)		Three hundred thirty five thousand two hundred fifty pesos only		Net of tax	<b>335,250.00</b>
<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>Trinidad D. Mayon</u> Signature over Printed Name of Supplier</p> <p align="center"><u>9/4/19</u> Date</p>			<p>Very truly yours, <u>Shalaine Marie S. Lucero</u> <b>SHALAINIE MARIE S. LUCERO</b> Director III/ ARD for Operations</p>		
<p>Funds Available: <u>LOUIE RAY C. MILLARIN, CPA</u> Regional Accountant</p>			<p>ALOBS No. : _____ Amount : _____</p>		

AO 6/15/02  
PO No. DSWD7-2019-AMP-713