

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-725
Address: South Road, Calindagan, Dumaguete City	Date: 08/22/2019
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 activity for the below mentioned activity			
		Title of Activity			
		Training of Area Coordinators and Area Supervisors to Effectively Conduct the Listahanan 3 Implementation of Negros Oriental and Siquijor Province.			
		Availability:			
	pax	<ul style="list-style-type: none"> September 9-13, 2019 (1st Batch) (Live in) Lunch as first provision and AM Snacks as last provision on September 13, 2019 with venue rental 	45	1,500.00	270,000.00
	pax	<ul style="list-style-type: none"> September 16-20, 2019 (2nd Batch) (Live in) Lunch as first provision and AM Snacks as last provision on September 16, 2019 with venue rental 	48	1,500.00	288,000.00
		Location:			
		<ul style="list-style-type: none"> Dumaguete 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 			
		1st Batch – 45 pax on September 9, 2019 from 9 AM to 7 PM; September 10-12 from 6 AM to 7 PM and on September 13, 2019 from 6 AM to 11 AM.			
		2nd Batch – 48 pax on September 16, 2019 from 9 AM to 7 PM, September 17-19, 2019 from 6 AM to 7 PM and on September 20, 2019 from 6 AM to 11 AM.			
		All the said dates above 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.			
		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. 			
		Total before tax			558,000.00
		5%			24,910.71
		2%			9,964.29
		Total after tax			523,125.00

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<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. <p>a. Room Requirements:</p> <ul style="list-style-type: none"> 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. 			

(PR ref. DSWD7-19-1089)

(Total Amount in Words) **Five hundred twenty three thousand one hundred twenty five pesos** Net of tax **523,125.00**

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: **APRIL PERI CORVALES**
 Signature over Printed Name of Supplier
 Date **9/8/19**

Very truly yours,
REBECCA P. GEAMALA
 Regional Director
 For the Regional Director:
SHARINE MARIE S. LUCERO
 Director III / Asst. Regional Director for Operations

Funds Available: **LOUIE RAY C. WILLARIN, CPA**
 Regional Accountant

ALOBS No. : _____
 Amount : _____