

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:	PANDA TEA GARDEN SUITES	PO No.	DSWD7-2019-AMP-764
Address:	Dao Dist. Tagbilaran City	Date:	09/02/2019
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
		Provision of catering and venue for the activity for the below mentioned activity			
		Title of Activity			
		Orientation of LGUs and CMAT Leaders of Bohol Province on Listahanan 3 Implementation			
		Availability:			
	pax	<ul style="list-style-type: none"> September 11, 2019 (1st Batch) (Live-out) Breakfast as first provision and packed dinner as last provision with venue rental 	92	845.00	77,740.00
	pax	<ul style="list-style-type: none"> September 12, 2019 (2nd Batch) (Live-out) Breakfast as first provision and packed dinner as last provision with venue rental 	87	845.00	73,515.00
	pax	<ul style="list-style-type: none"> September 13, 2019 (3rd Batch) (Live-out) Breakfast as first provision and packed dinner as last provision with venue rental 	87	845.00	73,515.00
				Total before tax	224,770.00
				5%	10,034.38
				2%	4,013.75
				Total after tax	210,721.87
		Location:			
		<ul style="list-style-type: none"> Tagbilaran 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: 			
		1 st Batch – 92 pax on September 10, 2019 from 6 AM to 7 PM			
		2 nd Batch – 87 pax on September 11, 2019 from 6 AM to 7 PM			
		3 rd Batch – 87 pax on September 12, 2019 from 6 AM			
		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.			

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p>• (Pls. specify name of function or function number in the "statement of compliance" column.)-PAVILLION HALL</p> <p>• 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.</p> <p>a. Audio Visual Requirements:</p> <p>• 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> <p>a. Facility Requirements:</p> <p>• 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> <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> <p>• Buffet Breakfast: Rice, Soup, 3 main dishes (choice of fish, chicken, pork, or beef); 1 dessert (preferably fresh fruits), and drinks (natural juices)</p> <p>• 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)</p> <p>• Pack Dinner: Rice, 3 main dishes (choice of fish, chicken, pork or beef); 1 dessert (banana), and drink (bottled water)</p> <p>• AM/PM Snacks: Sandwich, Pasta, Empanada, Meat or Ube Roll, etc. and drinks (natural juices)</p> <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. DSWD7-19-1087)</p>			

(Total Amount in Words) **Two hundred ten thousand seven hundred twenty one pesos and 87/100** Net of tax **210,721.87**

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

 Date 9/10/19

Very truly yours,

GRACE O. SIBONG
 OIC - Assistant Regional Director for Administration
9/15/19

Funds Available: **LOUIE RAY C. VILLARIN, CPA** ALOBS No. : _____
 Regional Accountant Amount : _____