

**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 PRINCE HOTEL AND SUITES**

Address: Acacia St. Cebu City

Contact No.: 230 1500

Contact Person: Lelet Velasquez

PO No. DSWD7-2019-AMP-766

Date: 09/02/2019

Mode of Procurement: Lease of venue

TIN: 211-745-841-000

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
		<b>Provision of board and lodging, catering and venue for the activity</b>			
		<b>Title of Activity</b>			
		<b>Training on ICS Level 1</b>			
		<b>Availability:</b>			
	pax	<ul style="list-style-type: none"> <li>September 11-12, 2019 (Live in Fullboard with breakfast as first provision on September 11 and dinner as last provision on September 12)</li> </ul>	40	1,800.00	144,000.00
	pax	<ul style="list-style-type: none"> <li>Breakfast, Lunch, Dinner, AM and PM Snacks</li> <li>September 13, 2019 (Live out)</li> <li>Breakfast, Lunch, Dinner, AM and PM Snacks</li> </ul>	40	1,300.00	52,000.00
		<b>Location:</b>			
		<ul style="list-style-type: none"> <li>Cebu City</li> </ul>			
		<b>Neighborhood Data</b>			
		<ul style="list-style-type: none"> <li>The venue must not offer short-term lodging services and not adjacent to casinos, night clubs, bar shows and funeral facilities.</li> </ul>			
		<b>Amenities</b>			
		<b>a. Conference Room</b>			
		<ul style="list-style-type: none"> <li>Use of (1) Function room (7am-9pm) that can accommodate the indicated number of pax with no middle obstructing post/object wide space for workshop activities.</li> <li>(Pls. specify name of function or function number in the "statement of compliance" column.)-ALICIA 3-2nd Floor</li> <li>No changing of assigned function room during the duration.</li> <li>Preferably function hall must be within ground floor and if not should be accessible through an elevator.</li> <li>Availability of WIFI connection in the function room for the downloading, playing of presentation materials and videos required for the orientation seminar.</li> </ul>			
		<b>a. Space Requirements:</b>			
		<ul style="list-style-type: none"> <li>Provision of 2 tables for the registration/working table for the secretariat and for the laptop/projector.</li> <li>Conference/classroom/bus type arrangement</li> </ul>			
		<b>a. Light, Ventilation and Air-conditioning</b>			
		<ul style="list-style-type: none"> <li>Proper light ventilation and air-conditioning</li> <li>Must have white bulbs and not yellow/dim to ensure good visual of participants for the entire session</li> </ul>			
		<b>a. Room Arrangement/Requirements:</b>			
		<ul style="list-style-type: none"> <li>Triple accommodation for pax with separate beds for male participants as per request for female participants. Additional bed has to be in level with others and should not only be a mattress in 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 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 persons must be with WIFI connection</li> </ul>			
				total before tax	<b>196,000.00</b>
				5%	8,750.00
				2%	3,500.00
				total after tax	<b>183,750.00</b>



Stock No.	Unit	Description	Quantity	Unit Cost	Amount	
		<p><b>a. Other Requirements:</b></p> <ul style="list-style-type: none"> <li>Provision of Backdrop and Welcome Streamers/lobby posting.</li> <li>There has to be enough number of standby waiters to assist the participants. There has to be on call medical personnel. Free use of parking space. Free transportation for the secretariat from port to venue on the first day and from venue to port on the last day.</li> <li><b>Catering Services: breakfast, lunch, dinner and 2 snacks (AM &amp; PM)</b></li> <li>Buffet Breakfast: Rice, 3 main courses (choice of vegetable, fish not creamdory, chicken, pork/beef), 1 dessert (preferably fruits), natural juices.</li> <li>Buffet Lunch/Dinner: Rice, soup, appetizer, 3 main courses (choice of vegetable, fish not creamdory, chicken, pork/beef), 1 dessert (preferably fruits), natural juices.</li> <li>AM/PM Snacks: variation of pasta, bread and pastries with natural juices</li> <li>Others: Flowing coffee/ purified drinking water</li> </ul>				
(Total Amount in Words)		<b>(Ref: PR No.: DSWD7-19-1268)</b> One hundred eighty three thousand seven hundred fifty pesos			Net of tax	<b>183,750.00</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>						
Conforme:		<p><i>Helet Velasco</i> Signature over Printed Name of Supplier</p> <p>9/10/19 Date</p>		<p>Very truly yours,</p> <p><i>GRACIE Q. SUBONG</i> OIC - Assistant Regional Director for Administration 9/19</p>		
Funds Available:		<p><i>LOUIE RAY C. VILLARIN, CPA</i> Regional Accountant</p>		<p>ALOBS No. : _____ Amount : _____</p>		

AO 6/15/02

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