

PURCHASE ORDER

Department of Social Welfare and Development
Field Office VII

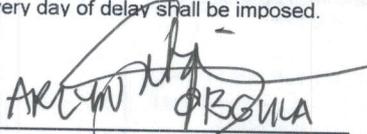
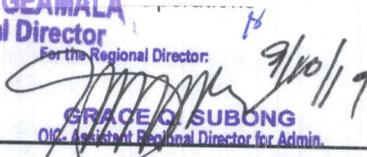
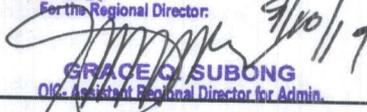
cor. MJ Cuenco Ave. & Gen. Maxilom Ave. ,Cebu City Tel. # 2330261, 2338785 Fax # 4129908, 2321192

Supplier: GOLDEN PEAK HOTEL & SUITES	PO No. DSWD7-2019-AMP-788
Address: Gorordo Ave, Cor. Escario St. , Kamputhaw , Cebu City	Date: 09/04/2019
Contact No.: 233-8111	Mode of Procurement: Lease of Venue
Contact Person: Arlyn C. Obugia	TIN: 228-372-701-000

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:	November 15, 2019	Payment Term:	within 30 calendar days after the activity & receipt of billing.		
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
	pax	<p>Provision catering and venue for the below mentioned activity</p> <p>Title of activity :</p> <ul style="list-style-type: none"> • Capability Building for Social Workers on Case Management <p>Availability:</p> <ul style="list-style-type: none"> • November 15, 2019 (live-out) • Breakfast, Lunch, Dinner, AM and PM Snacks <p>Location:</p> <ul style="list-style-type: none"> • Cebu City <p>Neighborhood Data</p> <ul style="list-style-type: none"> • 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. <p>Amenities</p> <p>a. Conference Room: (Platinum Hall)</p> <ul style="list-style-type: none"> • 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. <p>b. Space Requirements:</p> <ul style="list-style-type: none"> • 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. <p>c. Audio Visual Requirements:</p> <p>Provision of 1 LCD with screen & 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 downloading, playing of presentation materials and videos required of the training.</p>	50	1,100.00 5% 2% total after tax	55,000.00 2,455.36 982.14 51,562.50

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p>d. Other Requirements:</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 1st 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>Catering Services: breakfast, lunch, dinner and 2 snacks (AM & PM)</p> <ul style="list-style-type: none"> • 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 • AM/PM Snacks: choices of sandwich, native kakanin, burger/siopao, pasta with natural juices or fruit smoothie • Others: No softdrinks. Only natural juice like lemon grass or calamansi juice or fruit smoothie. • Flowing coffee/purified drinking water <p align="center">(Ref: PR No.: DSWD7-18-1173)</p>			
(Total Net Amount in Words)		Fifty one thousand five hundred sixty two pesos and 50/100			51,562.50
<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> <u>ARON OROQUIA</u> Signature over Printed Name of Supplier</p> <p><u>11/14/19</u> Date</p>	<p>Very truly yours,</p> <p align="right">  REBECCA P. GEAMALA Regional Director For the Regional Director:  GRACE O. SUBONG Off. Assistant Regional Director for Admin. </p>		
Funds Available:		<p>LOUIE RAY O. VILLARIN, CPA Regional Accountant</p>	<p>ALOBS No. : _____ Amount : _____</p>		

AO 6/15/02
PO No. DSWD7-2019-AMP-788