

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:	RICHMOND PLAZA CENTRE, INC.	PO No.	DSWD7-2019-AMP-802
Address:	F. Sotto Drive, Gorordo Avenue, Cebu City	Date:	10/01/2019
Contact No.:	(32) 232-0361	Mode of Procurement:	Lease of venue
Contact Person:	Ms. Mars Acenas - Neri	TIN:	200-075-096-000

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
		Provision of catering and venue for the below mentioned activity			
		Title of Activity			
		Social Welfare and Development Indicators (SWDI) Training for Enumerators and Encoders			
		Availability:			
	pax	October 2-3, 2019 (Live-Out Buffet Lunch, Plated Snacks)	60	490.00	58,800.00
		Location:			
		• Metro Cebu		5%	2,625.00
				2%	1,050.00
		Neighborhood Data		Total after tax	55,125.00
		• The renting facility must not offer short-term lodging services (e.g. Motels); must not be situated across gambling establishment or casinos and others that may touch in cultural sensitivity like mortuaries or morgues and the like. The function has to be accessible by an elevator. Hotel must be a smoke-free zone in compliant to RA 9211 (Tobacco Regulation Act of 2003).			
		Amenities			
		a. Conference Room			
		• Use of one (1) BIG Function Room (7Am-6PM as the maximum) that can accommodate the indicated number of pax with no middle obstructing post/object with wide space for workshop activities.			
		• Conference room must have soundproof wall. No changing of assigned function room during the duration of the activity.			
		(Pls. specify name of function or function number in the "statement of compliance" column.)-ROOFTOP			
		b. Space Requirements:			
		• Conference type arrangement/World Café			
		• Provision of 1 table for the registration/working table for secretariat and for laptop/projector. With ample space for workshops or activities like group role playing and other structured learning activities. With elevated platform and lectern.			
		c. Audio Visual Requirements:			
		• Availability of LCD projector (of each function room as need) for presentation. Complete Audio Visual with at least 3 microphones (1 wired microphone and 2 wireless microphones) (per function room). There has to be on call operator to assist in the AV needs.			

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<ul style="list-style-type: none"> • Audio Visual must be set up at least 1 before the activity. • Availability of whiteboard, extension cords, and Philippine Flag. • No electrical charge for the use of own equipment. • Availability of WIFI connection in the function room for the downloading, playing of presentation materials and videos required of the training. <p>d. Other Requirements:</p> <ul style="list-style-type: none"> • Provision of Backdrop and Welcome streamers/Lobby posting. Transportation for the secretariat from port to the venue in bringing supplies and equipment's in the 1st and last day. There has to be enough number of stand-by waiters to assist the participants. There has to be on call medical personnel. At least have available over the counter medicine as need arises. • Venue must be a smoke free zone in compliance to RA9211 (Tobacco Regulation Act of 2003) <p>Catering Services:</p> <p>Menu: Buffet Lunch and 2 snacks (AM & PM)</p> <ul style="list-style-type: none"> • Buffet Lunch: Rice, Soup, 3 main dishes (vegetable, fish, chicken and pork/beef), dessert (preferably fruits) and natural juices • AM/PM Snacks: Variation of pasta, bread, native snacks and natural/local juice such as calamansi, buko, etc. • No serving of cream dowry fish • No serving of pork for the whole duration of activity for participants with special dietary needs and with religious requirements (Seventh Day Adventist and Muslims) • Others: Flowing Coffee/Purified Drinking Water <p style="text-align: center;">(PR ref. DSWD7-19-1337)</p>			
(Total Amount in Words)	Fifty five thousand one hundred twenty five pesos		Net of tax	55,125.00	
<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 style="text-align: center;"><i>Mrs. MARISDA NERI</i> Mrs. MARISDA NERI Signature over Printed Name of Supplier</p> <p style="text-align: center;">10/01/19 _____ Date</p>	Very truly yours,	<p style="text-align: center;"><i>Shalaine Marie S. Lucero</i> SHALAINÉ MARIE S. LUCERO Director III/ ARD for Operation</p>		
Funds Available:	<p style="text-align: center;"><i>Louie Ray C. Villarain</i> LOUIE RAY C. VILLARIN, CPA Regional Accountant</p>		ALOBS No. : _____ Amount : _____		

AO 6/15/02

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