

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 VALLEY HOTEL**

PO No. DSWD7-2019-AMP-832

Address: 155-A Pelaez St. Cebu City

Contact No.: 253-8481/ 0905-522-3078

Contact Person: Luena D. Villaver

Date: 09/17/2019

Mode of Procurement: Lease of Venue

TIN: 004-265-210-000

Gentlemen:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

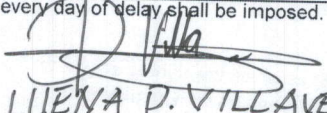
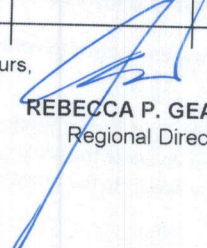
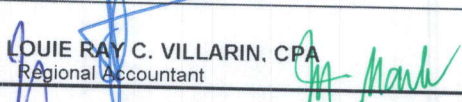
Place of Delivery: Cebu City

Delivery Term: Upon actual date of activity

Date of Delivery: October 17-18, 2019

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 below mentioned activity			
		Title of activity :			
		Integrated Performance Review and Evaluation Workshop			
		Availability:			
	pax	<ul style="list-style-type: none"> October 17, 2019 (Live-in Fullboard) 	40	1500.00	60,000.00
		Breakfast as first provision and packed dinner as last provision with venue rental			
	pax	<ul style="list-style-type: none"> October 17, 2019 (Live-out) 	10	1100.00	11,000.00
		Breakfast, lunch, dinner, AM and PM Snacks			
	pax	<ul style="list-style-type: none"> October 18, 2019 (Live-out) 	50	1100.00	55,000.00
		Breakfast, lunch, dinner, AM and PM Snacks			
		Location:			
		<ul style="list-style-type: none"> Metro Cebu 			
		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 (7am-9pm) that can accommodate the 50-70 pax with no middle or other obstructing post/object to ensure conduciveness of the area for interaction of participants. No changing of assigned function room during the duration of the activity. 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. 			
		<ul style="list-style-type: none"> (Pls. specify name of function or function number in the "statement of compliance" column.)-ALICIA 5 			
		b. Space Requirements:			
		<ul style="list-style-type: none"> Conference/fishbowl type 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. 			
				Total before tax	126,000.00
				5%	5,625.00
				2%	2,250.00
				Net Amount	118,125.00

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p>c. Audio Visual Requirements:</p> <ul style="list-style-type: none"> Use of 1 LCD projector for presentation. Complete functional and well-maintained audio visual with at least 2 microphones and 1 wired mic. There has to be standby operator to assist in the AV needs. Audio visual must be setup at least 1 hour before the activity. Available of whiteboard, extension cords and Philippine flag. Available WIFI connection in the function room for the downloading, playing of presentation materials and videos required of the training. <p>d. Room Requirements</p> <ul style="list-style-type: none"> Triple accommodation for pax with separate beds for each pax. Additional bed has to be in level with others and should not only be a mattress on 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 lobby to nearby rooms. Preferably equipped with functional television. Room for the secretariat and resource persons must be with WIFI connection. <p>e. Other Requirements</p> <ul style="list-style-type: none"> There has to be enough number of standby waiters to assist the participants. Lighting system must not be yellowish/dim to retain longer attentiveness of participants. Hotel must have enough parking space within their building premise especially for the vehicles of the DSWD and the participants. Provide ramp access to PWD participants. Ramp or elevator must be direct to the function room. <p>Catering Services:</p> <ul style="list-style-type: none"> Buffet Meals: Rice, soup, 3 main dishes (vegetable, fish not creamdory, chicken, pork/beef), dessert (choice of fresh fruits, fruit salad or pastries like cake) and natural juices AM/PM Snacks: preferably sandwich or pasta with natural juices Others: Natural juice like lemon grass, buko, lemon, watermelon or calamansi juice. (Strictly no softdrinks) Flowing coffee/purified drinking water 			
		(Ref: PR No.: DSWD7-19-1288)			
		(Total net amount in word)	One hundred eighteen thousand one hundred twenty five pesos only		118,125.00
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:  LUENA D. VILLAYER Signature over Printed Name of Supplier October 09, 2019 Date			Very truly yours,  REBECCA P. GEAMALA Regional Director		
Funds Available:  LOUIE RAY C. VILLARIN, CPA Regional Accountant			ALOBS No. : _____ Amount : _____		

AO 6/15/02

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