

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	PO No. DSWD7-2019-AMP-886
Address: Acacia St. Cebu City	Date: 09/30/2019
Contact No.: 230 1500	Mode of Procurement: Lease of venue
Contact Person: Lelet Velasquez	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
	pax	<p>Provision of board and lodging, catering and venue for the activity</p> <p>Title of Activity Consultation Dialogue to Local AIDs Council Direct Service workers with Individuals, Group and Community Affected with HIV/AIDS</p> <p>Availability: October 29 - 30, 2019</p> <p>Full Board: Breakfast as the first provision and dinner as the last provision)</p> <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 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). <p>Amenities</p> <p>a. Conference Room</p> <ul style="list-style-type: none"> Use of one (1) BIG Function Room (7Am-9PM as the maximum) that can accommodate the indicated number of pax with no middle obstructing post/object with wide space for workshop activities. No changing of assigned function room during the duration of the activity. Preferably function hall must be within the ground floor and if not, it should be accessible through an elevator. <p><i>(Pls. specify name of function or function number in the "statement of compliance" column.)-ALICIA 1 & 2</i></p> <p>b. Space Requirements:</p> <ul style="list-style-type: none"> Conference arrangement/classroom type/bus type. Provision of 2 tables for the registration/working table for secretariat and for the laptop/projector. <p>c. Audio Visual Requirements:</p> <ul style="list-style-type: none"> Use of 1 LCD projector for presentation. Complete Audio visual at least 3 microphones (2 cord-less and 1 with wire). There has to be on call operator to assist in the AV needs. Audio Visual must be set up at least 1 hour before the activity. Use of whiteboard, extension cords and Philippine Flag. No electrical charge for the use of equipment. Use of Vllo of 2 connection in the function room for the downloading, playing of presentations materials and videos required of the training. 	75	1,800.00	270,000.00
				5%	12,053.57
				2%	4,821.43
				total after tax	253,125.00

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<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 in the floor. There has to be enough space to move within the room. With complimentary basic toiletries such as shampoo and soap. 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. Use of WIFI connection. Rooms located 2nd floor and above should be accessible through an elevator. <p>e. Other Requirements:</p> <ul style="list-style-type: none"> • Provision of Backdrop and Welcome streamers/Lobby posting. There has to be at least 1 stand-by waiter to assist the participants. There has to be on call medical personnel. Safe accessible parking space available within the vicinity of the building that is available to the DSWD vehicle and that of the participants. At least have available over the counter medicine as <p>Catering Services: Menu: Buffet Breakfast, Lunch, Dinner and 2 snacks (AM & PM)</p> <ul style="list-style-type: none"> • Buffet Breakfast: Rice, 4 main courses (choice of fish, beef, chicken, pork), 1 dessert (preferably fresh fruits), Drinks (coffee or hot chocolate) • Buffet Lunch/Dinner: Rice, Soup, appetizer, 4 main dishes (vegetables, fish, chicken and pork/beef), dessert (preferably fresh fruits) and natural juices. • AM/PM Snacks: Variation of pasta, burger and pastries with natural juices. • Others: Flowing Coffee/Purified Drinking Water <p style="text-align: center;">(Ref: PR No.: DSWD7-19-1316)</p>			
(Total Amount in Words)		Two hundred fifty three thousand one hundred twenty five pesos		Net of tax	253,125.00
<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><i>MARUJA ARRUDA</i> Signature over Printed Name of Supplier</p> <p>10/04/19 Date</p>		<p>Very truly yours, <i>Shalaine Marie S. Lucero</i> SHALAINE MARIE S. LUCERO Director III/ ARD for Operations</p> <p style="text-align: right;">10/2</p>		
Funds Available:	<p>LOUIE RAY C. VILLARIN, CPA Regional Accountant</p> <p style="text-align: right;"><i>Mark</i></p>		ALOBS No. : _____ Amount : _____		

AO 6/15/02
PO No. DSWD7-2019-AMP-886