

**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:	<b>MARILOU RESORT/DUMALUAN BEACH RESORT</b> <b>2</b>	PO No.	DSWD7-2019-AMP-935
Address:	Bolod, Panglao, Bohol	Date:	10/08/2019
Contact No.:	0917-8834888	Mode of Procurement:	Lease of venue
Contact Person:	Sam Barbarona	TIN:	150-506-323-000

Gentlemen:

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

Place of Delivery:	Panglao, Bohol	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 below mentioned activity</b>			
		Title of Activity			
		<b>Training for Social and Houseparent for Non-violent Communication and Risk Assessment for Children in Conflict with the Law</b>			
		Availability:			
	pax	<ul style="list-style-type: none"> <li>October 15-19, 2019 (Live in Fullboard with lunch as first provision on Oct. 15 and AM snacks as last provision on Oct. 19)</li> </ul>	60	1,600.00	<b>480,000.00</b>
		Breakfast, Lunch, Dinner, AM and PM Snacks			
		Location:			
		<ul style="list-style-type: none"> <li>Panglao and nearby municipalities</li> </ul>			
		Neighborhood Data			
		<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> <li>Venue must be a smoke free zone in compliance to RA9211.</li> </ul>			
		Amenities			
		a. Conference Room			
		<ul style="list-style-type: none"> <li>Use of function room (7am-9pm as the maximum) that can accommodate the indicated number of participants with no middle obstruction like post/object with wide space for workshop activities. Conference room must have soundproof wall. No changing of assigned function room during the duration of activity.</li> <li>(Pls. specify name of function or function number in the "statement of compliance" column.)-ROOM 402</li> </ul>			
		b. Space Requirements:			
		<ul style="list-style-type: none"> <li>Conference type arrangement/world café.</li> <li>Provision of 1 table for the registration/working table for secretariat and for the laptop/projector. With ample space for workshops or activities like group role playing and other structured learning activities. With elevated platform and lectern.</li> </ul>			
		c. Light, Ventilation and Air-conditioning			
		<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>			
				5%	21,428.57
				2%	8,571.43
				Total after tax	<b>450,000.00</b>

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		<p><b>d. Audio Visual Requirements:</b></p> <ul style="list-style-type: none"> <li>Availability of LCD Projector (of each function room as needed) for presentation. Complete AV 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. AV must be set up at least 1 hour before the activity. Availability of whiteboard, extension cords, and Philippine flag. No electrical charge for 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.</li> </ul> <p><b>e. Room Arrangement/Requirements:</b></p> <ul style="list-style-type: none"> <li>Triple Accommodation for the 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 soap and shampoo. With free drinking water per request inside the room or with water refill station accessible in the nearby rooms. Preferably equipped with functional television. Room for the secretariat and resource persons must be with WIFI connection.</li> </ul> <p><b>f. Other Requirements:</b></p> <ul style="list-style-type: none"> <li>Provision of Backdrop and Welcome Streamers/lobby posting.</li> <li>Transportation for the secretariat from port the venue in bringing supplies and equipment in the 1<sup>st</sup> 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 available over the counter medicine as need arises.</li> </ul> <p><b>Catering Services: buffet breakfast, lunch, dinner and 2 snacks (AM &amp; PM)</b></p> <ul style="list-style-type: none"> <li>Buffet breakfast: Rice (preferably with local root crops), 3 main courses (choice of fish, beef, chicken, pork), 1 dessert (preferably fruits), drinks(coffee or hot chocolate)</li> <li>Buffet Lunch/dinner: Rice, soup, 3 main courses (choice of fish, beef, chicken, pork), 1 dessert (preferably fruits), natural juices</li> <li>AM/PM Snacks: Variation of Pasta, Bread and Native Kakanin and Natural/local juices such as calamnsi, buko, etc.</li> <li>Others: Flowing coffee/ purified drinking water</li> <li>No serving of creamdory fish</li> <li>No serving of pork for the whole duration of activity for participants with special dietary needs and with religious requirements (Seventh Day Adventist and Moslems)</li> </ul>			

(PR ref. DSWD7-19-1445)

(Total Amount in Words)

**Four hundred fifty thousand pesos**

Net of tax

**450,000.00**

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:

*SMM BARBARONA*  
Signature over Printed Name of Supplier

10/14/19  
Date

Very truly yours,

**REBECCA P. GEAMALA**  
Regional Director

For the Regional Director:

*GRACE Q. SUBONG*  
Assistant Regional Director for Admin.

Funds Available:

**LOUIE RAY VILLARIN, CPA**  
Regional Accountant

ALOBS No. :  
Amount :

AO 6/15/02

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