

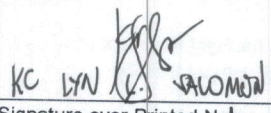
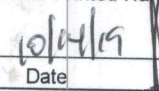
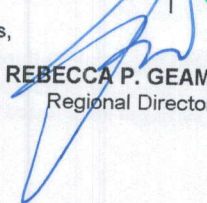
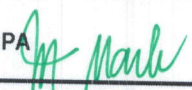
PURCHASE ORDER

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:	CEBU PALM GRASS HOTEL		PO No.	DSWD7-2019-AMP-962	
Address:	68 Gen. Junquera St. Cebu City		Date:	10/14/2019	
Contact No.:	09350073455/ 412-2438		Mode of Procurement:	Lease of Venue	
Contact Person:	KC Lyn L. Salomon		TIN:	432-945-506-000	
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 board and lodging, catering and venue for the below mentioned activity:			
		Title of activity :			
		Budget and Treasury Management System (BTMS) Roll-out Training and Orientation			
		Availability:			
	pax	October 15-16, 2019	70	1500.00	210,000.00
		Live in accommodation with meals: Breakfast as the first provision and Dinner as the last provision			
	pax	October 17, 2019	70	700.00	49,000.00
		Live Out with meals: Breakfast as the first provision and PM Snacks as the last provision			
		Location:			
		• Within Cebu City			
		Neighborhood Data			
		• 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 Requirements- Tres De Abril Uno and Dos			
		• Use of one (1) Function Room (7AM- 9PM as the maximum) that can accommodate a minimum of 70 pax with no middle/side obstructing post/object for conducive session. No changing of assigned function room during the duration of the activity. Availability of separate comfort rooms for Male & Female.			
		• Must be available in the function room for the downloading, playing of presentation materials and videos required of the meeting/session.			
		a. Space Requirements			
		• U-Shape (Horseshoe) seating arrangement. Provision of 1 table for the registration/working table for secretariat and for the laptop/projector.			
				Total before tax	259,000.00
				5%	11,562.50
				2%	4,625.00
				Net Amount	242,812.50

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p>a. Room Requirements</p> <ul style="list-style-type: none"> Triple accommodation for pax with separate beds for each pax. Additional bed has to be 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 & shampoo, with free drinking water per request inside the room or with water refill station accessible to the lobby to nearby rooms. Preferably equipped with functional television and must be with WIFI connection. <p>a. Lighting system of Conference room:</p> <ul style="list-style-type: none"> Must have white light bulbs and not yellow/dim bulbs to ensure good visual of participants for the entire session. <p>a. Audio Visual Requirements</p> <ul style="list-style-type: none"> Use of 1 LCD projector for presentation. Complete functional Audio Visual (surround sound system) with at least 3 wireless microphones. There has to be standby operator to assist in the AV needs. Audio Visual must be set up at least 1 hour before the activity. Available whiteboard, extension cords, and Philippine Flag. No electrical charge for the use of own equipment. Available WIFI connection in the function room for the downloading, playing of presentation materials and videos required for the training. <p>a. Other Requirements:</p> <ul style="list-style-type: none"> There has to be on call medical personnel. Safe accessible parking space available within the vicinity for the participant's vehicle and/or Van. The venue should be a smoke-free zone in compliance to RA 9211 or Tobacco Regulation Act of 2003. Hotel must provide SOA on the last day of the activity. <p>Catering Services:</p> <p>Menu:</p> <ul style="list-style-type: none"> Buffet Lunch/Dinner: Appetizer, Rice, Soup, 3 main dishes (vegetable, fish, chicken and 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: Must be Natural Juices (like Lemon grass, Calamansi, Buko or Cucumber juice) Flowing Coffee/ Purified Drinking Water 			
		(PR Ref. 19-1463)			
(Total net amount in word)		Two hundred forty two thousand eight hundred twelve pesos and 50/100			242,812.50
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:  Signature over Printed Name of Supplier		Date:  10/14/19	Very truly yours,  REBECCA P. GEAMALA Regional Director		
Funds Available:		LOUIE RAY C. WILLARIN, CPA Regional Accountant 	ALOBS No. : _____ Amount : _____		

AO 6/15/02

PO No. DSWD7-2019-AMP-962