

**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>KL PREMIERE CITI SUITES</b>	PO No. FO-17-215
Address: Capitol Site, Cebu City	Date: 5/4/2017
Contact No.: 266-0442/ 09177222159	Mode of Procurement: Lease of venue
Contact Person: Neil Tudtud	TIN: 400-683-291-000

Gentlemen:

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

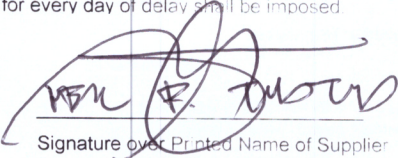
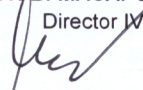

Place of Delivery: Cebu City	Delivery Term: Upon actual date of activity
Date of Delivery:	Payment Term: within 30 calendar days after the activity & receipt of billing.

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<b>Provision of board and lodging, catering and venue for the activity "Training Workshop on Project Monitoring and Evaluation". Parameter of each pax per day is Php1,800.00.</b>			
		Title of Activity:			
		<b>Training Workshop on Project Monitoring and Evaluation</b>			
		<b>Availability:</b>			
		May 10-12, 2017			
		May 24-26, 2017			
		<b>May 10-12, 2017</b>			
		*Live-in full board, first provision on May 10 is breakfast while last provision on May 12 is dinner			
	pax	*Live-in full board, first provision on May 24 is breakfast while last provision on May 26 is dinner	33pax x 1,500.00x3 <i>days</i>	1,500.00	148,500.00
		*Buffet breakfast, lunch, dinner, AM snacks and PM snacks			
		<b>May 24-26, 2017</b>			
		*Live-in full board, first provision on May 10 is breakfast while last provision on May 12 is dinner			
	pax	*Live-in full board, first provision on May 24 is breakfast while last provision on May 26 is dinner	33pax x 1,500.00x3 <i>days</i>	1,500.00	148,500.00
		*Buffet breakfast, lunch, dinner, AM snacks and PM snacks			
		<b>Location and Site Condition:</b>			
		· Cebu City		Total before tax	<b>297,000.00</b>
		· Accessible emergency exit and alarm with standby fire extinguisher and automatic sprinkler if necessary.		5%	13,258.93
		· Safe accessible parking space available within the vicinity of the building that is available to the DSWD vehicle and that of the participants.		2%	5,303.57
				Total after tax	<b>278,437.50</b>
		<b>Neighborhood Data</b>			
		· The 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 or mortuaries or morgues and the like.			
		<b>Amenities</b>	1 of 3		
		<b>a. Conference Room</b>			



	<ul style="list-style-type: none"> <li>Use of one (1) function room (7am-8pm as the maximum) that can accommodate the indicated number of pax (has the capacity allowance for 33 pax as minimum and 40 pax as maximum); no middle obstructing post/object with wide space for workshop activities.</li> </ul>		
	<ul style="list-style-type: none"> <li>Conference room must have soundproof wall.</li> </ul>		
	<ul style="list-style-type: none"> <li>With ample space for workshops or activities like group role playing and other structured learning activities.</li> </ul>		
	<ul style="list-style-type: none"> <li>Due to participant's profile, function room must be located in the ground floor or 2nd floor of the hotel in the absence of elevator. Bidders to provide elevator operators, if applicable, throughout the training duration.</li> </ul>		
	<ul style="list-style-type: none"> <li>Conference room must have soundproof wall.</li> </ul>		
	<ul style="list-style-type: none"> <li>With ample space for workshops or activities like group role playing and other structured learning activities.</li> </ul>		
	<p><b>(Pls. specify name of function or function number in the "statement of compliance" column.)</b></p>		
	<ul style="list-style-type: none"> <li>Function room flooring must be well-maintained and not slippery.</li> </ul>		
	<ul style="list-style-type: none"> <li>Availability of 2 separate comfort rooms for Male and Female.</li> </ul>		
	<ul style="list-style-type: none"> <li>No changing of assigned function room during the duration of the activity.</li> </ul>		
	<ul style="list-style-type: none"> <li>Use of WIFI connection in the function room for the downloading, playing of presentation materials and videos required of the training.</li> </ul>		
	<p><b>b. Space Requirements:</b></p>		
	<ul style="list-style-type: none"> <li>Classroom Setting.</li> </ul>		
	<ul style="list-style-type: none"> <li>Provision of two (1) table for the registration/working table for secretariat and for the laptop/projector.</li> </ul>		
	<p><b>c. Light, Ventilation and Air-conditioning</b></p>		
	<ul style="list-style-type: none"> <li>Proper light ventilation and air-conditioning.</li> </ul>		
	<ul style="list-style-type: none"> <li>Lighting system is compliant with the standards provided by the Building Code of the Philippines.</li> </ul>		
	<p><b>d. Audio Visual Requirements:</b></p>		
	<ul style="list-style-type: none"> <li>Free use 1 LCD projector with screen for presentation for each function room.</li> </ul>		
	<ul style="list-style-type: none"> <li>Complete functional Audio Visual with at least 3 microphones (1 wired and 2 wireless).</li> </ul>		
	<ul style="list-style-type: none"> <li>There has to be standby operator to assist in the AV needs.</li> </ul>		
	<ul style="list-style-type: none"> <li>Audio-visual must be set up at least 1 hour before the activity</li> </ul>		
	<ul style="list-style-type: none"> <li>Use of whiteboard, extension cords, Philippine flag.</li> </ul>		
	<ul style="list-style-type: none"> <li>No electrical charge for the use of own equipment.</li> </ul>		
	<p><b>e. Room Arrangement/Requirements:</b></p>		
	<ul style="list-style-type: none"> <li>Triple accommodation with separate beds for each pax.</li> </ul>		
	<ul style="list-style-type: none"> <li>Additional bed has to be in level with others and should not only be a mattress in the floor.</li> </ul>		
	<ul style="list-style-type: none"> <li>There has to be enough space to move within the room.</li> </ul>		
	<ul style="list-style-type: none"> <li>With complimentary basic toiletries such as soap and shampoo.</li> </ul>		
	<ul style="list-style-type: none"> <li>With free drinking water per request inside the room or with water refill station accessible in the lobby to nearby rooms.</li> </ul>		
	<ul style="list-style-type: none"> <li>Each room must be equipped with cabinet.</li> </ul>		
	<ul style="list-style-type: none"> <li>Rooms must be equipped with functional television.</li> </ul>		



	<ul style="list-style-type: none"> <li>Room for the secretariat and Resource Persons must be with WIFI internet connection.</li> </ul>			
	<b>f. Other Requirements:</b>			
	<ul style="list-style-type: none"> <li>Provision of 1 pencil per participant</li> </ul>			
	<ul style="list-style-type: none"> <li>Provision of backdrop and welcome streamers/lobby posting.</li> </ul>			
	<ul style="list-style-type: none"> <li>Transportation for the secretariat from office to the venue in bringing supplies and equipment's in the 1<sup>st</sup> and last day of the activity.</li> </ul>			
	<ul style="list-style-type: none"> <li>There has to be enough number of stand-by waiters to assist the participants. (One waiter for every 20 participants)</li> </ul>			
	<ul style="list-style-type: none"> <li>On-call medical personnel in case of emergency.</li> </ul>			
	<ul style="list-style-type: none"> <li>At least available over the counter medicine as need arises.</li> </ul>			
	<ul style="list-style-type: none"> <li>Elevator must be available on the floor where the Conference Room is located.</li> </ul>			
	<ul style="list-style-type: none"> <li>Continuous water supply, accessible and clean comfort rooms with free sanitizer, soap and tissue paper.</li> </ul>			
	<ul style="list-style-type: none"> <li>All equipment and facilities properly cleaned and maintained.</li> </ul>			
	<ul style="list-style-type: none"> <li>Exhibits professional ambiance.</li> </ul>			
	<ul style="list-style-type: none"> <li>Customer friendly staff.</li> </ul>			
	<ul style="list-style-type: none"> <li>Adequate security service (24/7).</li> </ul>			
	<ul style="list-style-type: none"> <li>Free use of telephone for local calls in the function room/guest rooms.</li> </ul>			
	<b>Catering Services: Buffet Breakfast, Lunch, Dinner and with 2 snacks (AM &amp; PM)</b>			
	<ul style="list-style-type: none"> <li>Buffet Breakfast: Rice, 3 main courses (choice of fish, beef, chicken, port), 1 dessert (preferably fruits). Drinks (coffee or hot chocolate)</li> </ul>			
	<ul style="list-style-type: none"> <li>Buffet Lunch/Dinner: Rice, soup, appetizer, 3 main dishes (vegetable, fish, chicken and pork/beef) dessert (preferably fruits and natural juices</li> </ul>			
	<ul style="list-style-type: none"> <li>AM/PM snacks: Variation of pasta, bread, native snacks and natural/local juices such as calamansi, pandan, lemon grass, buko etc.</li> </ul>			
	<ul style="list-style-type: none"> <li>Others:</li> </ul>			
	<ul style="list-style-type: none"> <li>-Flowing coffee and purified drinking water</li> </ul>			
	<b>Purpose:</b> Training Workshop on Project Monitoring and Evaluation on May 10-12, 2017 and May 24-26, 2017			
	(Ref: PP No.: DSWD7-17-0156-b)			
(Total Amount in Words)	Two hundred ninety-seven thousand pesos only	Net of tax		<b>278,437.50</b>
<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:	 Signature over Printed Name of Supplier	Very truly yours,	<b>MA. EVELYN B. MACAPOBRE, CESO III</b> Director IV  <b>HERMINIA L. CABAUG</b> OIC- Assistant Regional Director for Administration	
	Date			
Funds Available:	<b>LOUIE RAY C. VILLARIN, CPA</b> Regional Accountant 	ALOBS No. : _____	Amount : _____	