



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:	PANDA TEA GARDEN SUITES			PO No.:	FO-17-441
Address:	Dao Dist. Tagbilaran City			Date:	23/06/2017
Contact No.:	501-8773/ 412-2456			Mode of Procurement:	Lease of venue
Contact Person:	Trinidad D. Bayron			TIN:	119-247-179-015
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery:	Tagbilaran 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
		Provision of venue and catering services for the activity "Provincial Composite Spot Check Team Meeting"			
		Title of Activity			
		Provincial Composite Spot Check Team Meeting			
		Availability:			
		July 4, 2017			
		Date of Activity:			
		July 4, 2017			
	pax	Live-out, Breakfast, AM Snacks, Lunch, PM Snacks, Dinner with venue rental and free use of van	23	715.00	16,445.00
				<i>Gross Amount</i>	16,445.00
				5%	734.15
				2%	293.66
		Location:		<i>Tax Amount</i>	15,417.19
		Tagbilaran City			
		Neighborhood Data			
		The venue must not offer short-term lodging services and not adjacent to casinos, night clubs, bar shows and funeral facilities.			
		Venue/Amenities:			
		a. Conference Room			
		Use of one (1) function room (7 AM – 7 PM) that can accommodate 30 pax with no middle obstructing post/object. Intended for convening and workshop-type discussions. The room must have a wide space enough for structured learning activities such as exercise, workshop, gallery walk and small groupings.			
		<i>(Pls. specify name of function or function number in the "statement of compliance" column.)</i>			
		No changing of assigned function room during the duration.			
		Conversion of other rooms such as restaurant or bar type rooms into function room is not allowed.			
		Use of strong WIFI connection in the function room for the downloading, playing of presentation materials and videos required of the training.			
		Use of whiteboard, extension cords and Philippine flag.			
		No electrical charge for the use of own equipment or charging of laptops.			
		b. Space Requirements:			
		World café type/conference arrangement.			

	<ul style="list-style-type: none"> Registration/working table with 2 chairs for secretarial, small table with 1 chair near the projector for Resource Person 		
	<p>c. Light, Ventilation and Air-conditioning Proper light ventilation and air-conditioning.</p>		
	<p>d. Audio Visual Requirements:</p> <ul style="list-style-type: none"> Use of one (1) LCD projector for presentation with screen. Complete audio visual with at least 3 microphones. 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. 		
	<p>e. Other Requirements:</p> <ul style="list-style-type: none"> Free use of van (drop-off, pick-up) within the area. Provision of backdrop and welcome streamers/lobby posting. There has to be enough number of stand-by writers to assist the participants. There has to be on-call medical personnel. A basic first aid kit has to be prepared. 		
	<p>Catering Services: Buffet Breakfast, Lunch and Dinner with 2 snacks (AM & PM)</p> <ul style="list-style-type: none"> Breakfast/Lunch/Dinner: Rice, soup, 3 main dishes (vegetable, fish, chicken and pork/beef), dessert (preferably fruits) and natural juices AM/PM snacks with drinks Others: <ul style="list-style-type: none"> Flowing coffee and purified drinking water 		
	<p>Purpose:</p> <p>Provincial Composite Spot Check Team Meeting on July 4, 2017</p>		
	<p>(Ref: PR No.: DSWD-17-0654)</p>		
	<p>(Total Amount in Words) Fifteen thousand four hundred seventeen pesos and 19/100 only</p>		15,417.19
	<p>In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one per cent for every day of delay shall be imposed.</p>		
Contract No.	<p> Signature over Printed Name of Supplier</p>	<p>Very truly yours, MA. EVELYN B. MACAPOBRE, CESO III Director IV</p>	
Date	<p> Date</p>	<p>HERMINIA L. CADANUG GC - Accountable Officer</p>	
Funds Available	<p>LOUIE RAY C. VILLARIN, CPA Regional Accountant</p>	<p>ALCBS No. _____ Amount : _____</p>	

AD 1215-02
PO No. PO-11-441