



**Department of Social Welfare and Development**  
**Field Office VII, Cebu City Tel. # 2330261, 2338785 Fax # 4129908, 2321192**

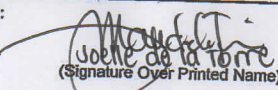
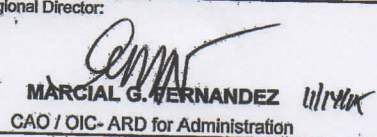
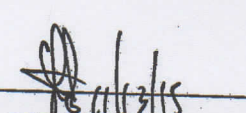
**PURCHASE ORDER**

<b>Supplier:</b>	<b>AZIA SUITES &amp; RESIDENCES</b>			<b>PO No.:</b>	FO-15-561
<b>Address:</b>	8 Rahmann Extension, Cebu City			<b>Date:</b>	11/10/2015
<b>Tel./Fax No.</b>				<b>Mode of Procurement:</b>	
<b>Contact Person:</b>	Gloria Sabit			<b>Lease of Venue</b>	
<b>Gentlemen:</b>	Please furnish this office the following articles subject to the terms and conditions contain herein:				
<b>Place of Delivery:</b>	<u>Cebu City</u>			<b>Delivery Term:</b>	upon actual conduct of scheduled activity
<b>Date of Delivery:</b>				<b>Payment Term:</b>	within 1 month after complete delivery & submission of final billing
<b>Stock No.</b>	<b>Unit</b>	<b>Articles / Description</b>	<b>QTY.</b>	<b>Unit Cost</b>	<b>Amount</b>
		Board and Lodging inclusive of Function Room for two (2) days as itemized below:			
		Title of Activity			
		Orientation-Workshop and Consultation Forum on RA 9775 or the Anti-Child Pornography Act of 2009 cum Functionality of the LCPC			
		Availability:			
	Pax	1) November 19-20, 2015	46	1,175.00/pax/day	108,100.00
		• Full-board live-in (breakfast, lunch & dinner; AM & PM Snacks and accommodation)			
	Pax	2) November 19, 2015:	24	850.00	20,400.00
		• Live-out (lunch & dinner; AM & PM snacks)			
	Pax	3) November 20, 2015	24	850.00	20,400.00
		• Live-out (breakfast & lunch, AM & PM snack)			
				<i>Total before tax</i>	<b>148,900.00</b>
				5%	6,647.32
		<b>Location:</b>		2%	2,658.93
		Cebu City		<i>Total after tax</i>	<b>139,593.75</b>
		<b>Neighborhood Data.</b>			
		1. Proper waste management system such as regular garbage collection			
		2. Proximity to police and fire stations			
		3. Proximity to City Hall			
		<b>Venue</b>			
		1. Structural Condition			
		2. Functionality			
		a. Conference Rooms			
		• Use of one (1) function room (7:00AM-7:00PM) that can accommodate 58-65 pax with no middle obstructing post/object			
		• With enough space for workshop; not elongated			

PO 4561

1 of 3

		<ul style="list-style-type: none"> <li>One (1) breakout room as the need arises</li> </ul>			
		<b>b. Rooms Arrangement</b>			
		<ul style="list-style-type: none"> <li>Triple-sharing with individual beds</li> </ul>			
		<ul style="list-style-type: none"> <li>One (1) free of charge secretariat room</li> </ul>			
		<b>c. Light, Ventilation and Air-conditioning</b>			
		<ul style="list-style-type: none"> <li>Proper light ventilation and air-conditioning</li> </ul>			
		<b>d. Space Requirements</b>			
		<ul style="list-style-type: none"> <li>Conference type arrangement (vertical)</li> </ul>			
		<ul style="list-style-type: none"> <li>Small table near the projector for resource person</li> </ul>			
		<ul style="list-style-type: none"> <li>Registration desk, telephone and extra tables for the training team with four (4) chairs</li> </ul>			
		<ul style="list-style-type: none"> <li>On-call operator for PA system</li> </ul>			
		<ul style="list-style-type: none"> <li>On-call waiter</li> </ul>			
		<b>3. Facilities</b>			
		<ul style="list-style-type: none"> <li>Continuous water supply and accessible comfort rooms</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>			
		<ul style="list-style-type: none"> <li>Accessible emergency exit and alarm</li> </ul>			
		<ul style="list-style-type: none"> <li>Standby fire extinguisher and automatic sprinkler (if applicable)</li> </ul>			
		<ul style="list-style-type: none"> <li>Available WIFI connection in the function room</li> </ul>			
		<ul style="list-style-type: none"> <li>Free use of 1 laptop with basic programs on MS Word, PP, Excel, medial player and moviemaker per function room</li> </ul>			
		<ul style="list-style-type: none"> <li>Free use of 1 LCD projector in a good working condition with screen per function room</li> </ul>			
		<ul style="list-style-type: none"> <li>Free electrical charge for the use of own equipment</li> </ul>			
		<ul style="list-style-type: none"> <li>Use of whiteboard with markers and eraser</li> </ul>			
		<ul style="list-style-type: none"> <li>Backdrop and welcome streamers/lobby posting</li> </ul>			
		<ul style="list-style-type: none"> <li>Use of PA system with at least 2 wireless microphones and 1 wired microphone</li> </ul>			
		<ul style="list-style-type: none"> <li>Philippine flag during opening program</li> </ul>			
		<b>4. Other requirements</b>			
		<ul style="list-style-type: none"> <li>Well-maintained facilities and equipment</li> </ul>			
		<ul style="list-style-type: none"> <li>Exhibits professional ambience</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 function room and guest rooms</li> </ul>			
		<ul style="list-style-type: none"> <li>Free use of extension cords</li> </ul>			
		<ul style="list-style-type: none"> <li>On call medical personnel in case of emergency</li> </ul>			

	5. Catering Services (3 meals and 2 snacks for live-in; 2 meals and 2 snacks for live-out)			
	a. Buffet Breakfast:			
	• rice, bread, 3 main courses (choice of fish, beef, chicken, pork)			
	• 1 dessert (preferably fruits), drinks (coffee or hot chocolate)			
	a. Buffet Lunch & Dinner:			
	• rice, appetizer, salad, soup, 3 main courses (choice of fish, beef, chicken, pork, pasta, vegetables)			
	• dessert, drinks (natural juice such as buko, pandan, lemon grass)			
	b. AM & PM Snacks:			
	• Less carbs/sweet snacks			
	c. Flowing coffee, mineral water for drinking and candies for every table in the function room			
	6. Very Satisfactory Client's Satisfaction Rating			
	7. Billing			
	• Within five (5) working days after the activity, the service provider shall submit the Guest Folio with the Rooming List and Statement of Account as supporting documents for payment.			
	• Guaranteed number of pax on the 1 <sup>st</sup> day, while actual number of pax on the succeeding day/s.			
	• Should the actual number of participants exceed the guaranteed number, the excess shall be charged the same rate with the quoted price per pax.			
	Purpose: <b>Orientation-Workshop and Consultation Forum on Republic Act 9775 or the Anti-Child Pornography Act of 2009 cum Functionality on the LCPC at Cebu City</b>			
	(Ref: PR No.: DSWD7-15-732)			
	In case of failure to make the full delivery with the time specified above, a penalty of one tenth (1/10) of one percent for every day of delay shall be imposed.		Nett of Tax	<b>139,593.75</b>
Comforme:	 (Signature Over Printed Name)	Date	Very truly yours,	
				<b>MERCEDITA P. JABAGAT</b> Regional Director
			For the Regional Director:	 <b>MARGIAL G. FERNANDEZ</b> CAO / OIC- ARD for Administration
Funds Available:	 <b>LOUIE RAY C. VILLARIN</b> Regional Accountant		OR NO.:	
			Amount	

PO# 561 3 of 3