

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:	SARROSA INTERNATIONAL HOTEL AND RESIDENTIAL SUITES	PO No.	DSWD7-18-300
Address:	F. Cabahug St. Kasambagan, Cebu City	Date:	05/23/18
Contact No.:	2325811 loc 112	Mode of Procurement:	Lease of Venue
Contact Person:	Jennifer Paracuelles	TIN:	220-356-956-000

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:	November 27-28 2018	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.			
		Title of activity :			
		Regional Program Implementation Review and Planning Workshop of Pantawid Program			
	pax	Availability:			
		November 27, 2018	141	1,500.00	211,500.00
		- Live in (Fullboard for 1 day)			
		- Breakfast, Lunch, Dinner, AM snacks and PM snacks			
	pax	November 28, 2018	141	550.00	77,550.00
		-Live out			
		-Breakfast, Lunch, AM and PM snacks			
		Location:		5%	12,904.02
		• Cebu City		2%	5,161.61
		Neighborhood Data		Total after tax	270,984.37
		• The venue must not offer short-term lodging services and not adjacent to casinos, night clubs, bar shows and funeral facilities.			
		Amenities			
		a. Conference Room			
		• Use of (1) Function room (7am-8pm as maximum) that can accommodate indicated number of pax; no middle obstructing post/object No changing of assigned function room during the duration of activity. Elevator must be available on the floor where the function room is located.			
		• (Pls. specify name of function or function number in the "statement of compliance" column.)-GRAND BALLROOM			
		• Availability of WIFI connection in the function room for the downloading, playing of presentation materials and videos required for the orientation seminar.			
		b. Space Requirements:			
		• World Café setting. Provision of 1 table for registration/working table for secretariat and for the laptop/projector.			
		c. Light, Ventilation and Air-conditioning			
		• Proper light ventilation and air-conditioning			
		d. Audio Visual Requirements:			
		• Use of one LCD projectors for presentation with screens for function room.			
		• Complete and well-maintained audio-visual 11 of 12 at least 3 microphones.			

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<ul style="list-style-type: none"> • There has to be on-call operator to assist in the AV needs. AV must be setup at least 1 hour before the activity. • No electrical charge for the use of own equipment or charging of laptops. <p><i>e. Room Arrangement/Requirements:</i></p> <ul style="list-style-type: none"> • Triple accommodation for pax with separate beds. Additional bed has to be in level with others and should not only be a mattress on the floor. Has to be enough space to move within the room. With free drinking water per request inside the room or with water refill station accessible in the lobby to nearby rooms. Room for the secretariat and Resource person must be with WIFI Connection. <p><i>f. Other Requirements:</i></p> <ul style="list-style-type: none"> • Use of whiteboard, extension cords and Philippine Flag • Provision of backdrop and welcome streamers/lobby posting. • Transportation for the secretariat from DSWD office to venue in bringing supplies and equipment in the 1st and last day. • There has to be enough number of standby waiters to assist participants and on call medical personnel. Available over the counter medicine as need arises. • Safe and accessible parking space available within the vicinity of the building that is available to DSWD vehicle. <p>Catering Services: buffet breakfast, lunch, dinner and 2 snacks (AM & PM)</p> <ul style="list-style-type: none"> • Breakfast/Lunch/Dinner: Rice, soup, appetizer/salad, 2 main dishes (vegetable, fish, chicken, pork/beef), dessert preferably fruits and natural juices • AM/PM Snacks: preferably pasta or sandwich and natural juices. • No softdrinks, no cream dory • Others: Flowing coffee, purified drinking water <p>Purpose: <ul style="list-style-type: none"> • Regional Program Implementation Review and Planning Workshop (Ref: PR No.: DSWD7-18-0166)</p>			

(Total Net Amount in Words) Two hundred seventy thousand nine hundred eighty four pesos and 37/100 270,984.37

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: *Jenniver G. Villarin* Very truly yours, *Shalaine Marie S. Lucero*
Signature over Printed Name of Supplier SHALAINE MARIE S. LUCERO
Director III/ ARD for Operations

_____ Date _____

Funds Available: *Louie R. Villarin* ALOBS No. : _____
Amount : _____
LOUIE RAY C. VILLARIN, CPA
Regional Accountant

AO 6/15/02
PO No. DSWD7-18-300