

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: **GOLDEN PRINCE HOTEL AND SUITES**

PO No. DSWD7-18-397

Address: Acacia St. Cebu City

Date: 07/04/2018

Contact No.: 230 1500

Mode of Procurement: Lease of venue

Contact Person: Lelet Velasquez

TIN: 211-745-841-000

Gentlemen:

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

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		Provision of board and lodging, catering and venue for the below mentioned activity			
		Title of Activity			
		Nutrition Educator's Kit Roll-out Training			
		Availability:			
	pax	Batch 1: July 10-11, 2018	43	1,700.00	146,200.00
	pax	Batch 2: July 17-18, 2018	40	1,700.00	136,000.00
		(Buffet Breakfast, Lunch and Dinner and AM and PM snacks)			
		FULLBOARD			
		Guaranteed number of pax on the first day and based on actual pax on the succeeding day.			
		Location:			
		• Cebu, 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 must not be near the creek			
		Amenities			
		a. Conference Room			
		• Use of one function room that can accommodate the indicated number of participants. Availability of break-up room as need arises. No middle obstructing post/objects with wide space for workshop activities.			
		• Conference room must have soundproof wall.			
		• No changing of assigned function room during the duration of the activity. Location should be available by an elevator.			
		• (Pls. specify name of function or function number in the "statement of compliance" column.)-ALICIA 1 & 2			
		b. Room Requirement:			
		• Triple accommodation for the participants with separate beds. Additional bed has to be in 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 and shampoo. With free drinking water inside the room.			
		• Room for the secretariat and Resource Person must be with wifi internet connection.			
		c. Space Requirements:			
		• Conference type/Bus Type/ U-shape (depending on the nature of activity) arrangement of tables and chairs: with registration table			
		• Tables and Chair (7-8 pax per table)			
				total before tax	282,200.00
				5%	12,598.21
				2%	5,039.29
				total after tax	264,562.50

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p>d. Audio Visual Requirements:</p> <ul style="list-style-type: none"> • Provision of 1 LCD with screen & projector and 1 laptop and must be set-up at least 1 hour before the activity. • With strong internet connection in the function hall for presentation that need to be viewed using the internet • With sound system with at least 3 microphones (1 wired and 2 wireless) with working batteries and on call operator. <p>e. Other Requirements:</p> <ul style="list-style-type: none"> • Provision of extension wire and cord and whiteboard with marker. • No electrical charge for the use of own equipment • Provision of Philippine Flag, Tarpaulin backdrop and Welcome streamers/lobby posting. • All activities should be on the same venue. • There has to be on call medical personnel and least have available over the counter medicine as need arises and enough number of stand-by waiters to assist the participants. • Free transportation for the secretariat from the Field Office (activities within cebu) of port (activities outside cebu) to the venue in bringing supplies and equipment's in the 1st and last day. <p>Catering Services: Buffet breakfast, lunch, dinner and plated AM & PM</p> <ul style="list-style-type: none"> • Meals – rice, soup, appetizer/salad, 3 main dishes (vegetable, fish not cream dory, chicken and pork/beef), dessert (preferably fruits) and natural juices (not powdered juices) • AM/PM Snack: variation of pasta, bread and pastries/native kakanin and natural juices such as calamansi, lemon grass or buko • NO SOFTDRINKS • Others: flowing purified drinking water and coffee <p>Purpose: Nutrition Educator's Kit Roll-out Training (Ref: PR No.: DSWD7-18-0375)</p>			
(Total Amount in Words)		Two hundred sixty four thousand five hundred sixty two pesos and 50/100		Nett of tax	264,562.50

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:

Helet Velasquez
Signature over Printed Name of Supplier

7/06/18
Date

Very truly yours,
Shalaine Marie S. Lucero
SHALAINE MARIE S. LUCERO
Director III / ARD For Operations

Funds Available:

LOUIE RAY C. VILLARIN, CPA
Regional Accountant

ALOBS No. : _____
Amount : _____