

**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>EXPRESS INN CORPORATION</b>	PO No.	DSWD7-18-725
Address:	Osmena Boulevard, Cebu City	Date:	11/15/2018
Contact No.:	09331273767	Mode of Procurement:	Lease of Venue
Contact Person:	Milagros G. Silot	TIN:	288-402-687-000

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:	Pls. see dates stated below	Payment Term:	within 30 calendar days after the activity & receipt of billing.

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<b>Provision board of catering and venue for the below mentioned activity</b>			
		Title of activity :			
		<b>SLP IPCR Assessment cum Consultation with SLP staff</b>			
		<b>Availability:</b>			
	pax	<b>November 19 - 20, 2018</b> Full Board with Breakfast as the first provision and Dinner as the last provision	10	1,400.00	14,000.00
	pax	<b>November 19, 2018</b> Live out: Breakfast, AM Snacks, Lunch, PM Snacks and Dinner	71	750.00	53,250.00
	pax	<b>November 20, 2018</b> Live out: Breakfast, AM Snacks, Lunch, PM Snacks and Dinner	64	750.00	48,000.00
		<b>Location:</b>			
		• Cebu City			
		<b>Neighborhood Data</b>			
		• The venue must not offer short-term lodging services and not adjacent to casinos, night clubs, bar shows and funeral facilities.			
		<b>Amenities</b>			
		<b>Conference Room</b>			
		• Use of 1 Function Room (7AM - 9PM as the maximum) that can accommodate the indicated number of pax.			
		• Conference room must have soundproof wall. No changing of assigned function room during the duration of the activity.			
		• (Pls. specify name of function or function number in the "statement of compliance" column.)- <b>COLON FUNCTION ROOM</b>			
		<b>Room Requirement</b>			
		• Triple accommodation for pax with separate beds for each pax. 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			
				5%	5,145.09
				2%	2,058.04
				total after tax	<b>108,046.88</b>

Stock No.	Unit	Description	Quant	Unit Cost	Amount
		<ul style="list-style-type: none"> <li>With complimentary basic toiletries such as soap and shampoo. With free drinking water per request inside the room or with water refill station accessible in the lobby to nearby rooms.</li> <li>Preferably equipped with functional television.</li> <li>Room for the secretariat and Resource Persons must be with WIFI connection.</li> </ul> <p><b>Space Requirements: Classroom Type</b></p> <ul style="list-style-type: none"> <li>Provision of 1 table for the registration/working table for secretariat and for the laptop/projector.</li> <li>With ample space for workshops or activities like group role playing and other structured learning activities.</li> <li>With elevated platform and lectern.</li> </ul> <p><b>Audio Visual Requirement</b></p> <ul style="list-style-type: none"> <li>Availability of LCD projector (of each function room as needed) for presentation.</li> <li>Complete Audio Visual with at least 3 microphones (1 wired microphone and 2 wireless microphones). There has to be on call operator to assist in the AV needs.</li> <li>Audio visual must be set up at least 1 hour before the activity.</li> <li>Availability of whiteboard, extension cords, and Philippine Flag.</li> <li>No electrical charge for the use of own equipment.</li> <li>Availability of WIFI connection in the function room.</li> </ul> <p><b>Catering Services: 3 meals and 2 snacks</b></p> <ul style="list-style-type: none"> <li>Buffet Breakfast: Rice (preferably with local roots crops), 3 main courses (choice of fish, beef, chicken, pork), 1 dessert (preferable fruits), drinks (coffee or hot chocolate)</li> <li>Buffet Lunch and Dinner: Rice, Soup, 3 main dishes (vegetable, fish, chicken and pork/beef), dessert (preferably fruits) and natural juices</li> <li>AM/PM Snacks: Variation of pasta, bread, native snacks and natural/local juice such as calamansi, buko, etc.</li> <li>Others: Coffee/Purified Drinking Water</li> <li>No serving on cream dowry fish</li> </ul> <p><b>Other Requirements</b></p> <ul style="list-style-type: none"> <li>Provision of Backdrop and Welcome streamers/Lobby posting</li> <li>Venue must be a smoke free zone in compliance to RA9211 (Tobacco Regulation Act of 2003)</li> </ul> <p>Purpose: SLP IPCR Assessment cum Consultation with SLP staff <b>(Ref: PR No.: DSWD7-18-0973)</b></p>			
(Total Net Amount in Words)		One hundred eight thousand forty six pesos and 88/100			<b>108,046.88</b>

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.

Very truly yours,

Conforme: Margaret Saeed 11/16/18  
Signature over Printed Name of Supplier

MA. EVELYN B. MACAPDOR, CESO III  
Director IV For the Regional Director:  
AILEEN C. CUEVAS  
Social Welfare Officer V

Date

Available: Louie Ray C. Villarin, CPA  
Regional Accountant

ALOBS No. : \_\_\_\_\_  
Amount : \_\_\_\_\_

2 of 2