

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:	AZIA SUITES AND RESIDENCES	PO No.	DSWD7-2019-AMP-529
Address:	Rahman Ext. Cebu City	Date:	07/02/2019
Contact No.:	KC Lyn L. Salomon	Mode of Procurement:	Lease of venue
Contact Person:	260-1111/0916-509-9761	TIN:	418-453-920-000

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
		Provision of catering and venue for various activity Title of Activity Various Meetings of Pantawid Pamilya Staffs Availability:			
	pax	Expanded Regional Advisory Meeting October 29, 2019 (Live-out) Lunch, AM and PM Snacks with venue rental	30	600	18,000.00
	pax	Quarterly Technical Meeting with MCCT IP in GIDA and HSF Staff December 13, 2019 (Live-out) Lunch, AM and PM Snacks with venue rental	30	600	18,000.00
	pax	Quarterly Technical Meeting with MCCT FNSP Staff December 6, 2019 (Live-out) Lunch, AM and PM Snacks with venue rental	60	600	36,000.00
	pax	Quarterly PAC/PCC Meeting November 7, 2019 (Live-out) Lunch, AM and PM Snacks with venue rental	35	600	21,000.00
	pax	Quarterly Unified POO Meeting November 20, 2019 (Live-out) Lunch, AM and PM Snacks with venue rental	80	600	48,000.00
	pax	Admin-Finance Support Technical Meeting November 16, 2019 (Live-out) Lunch, AM and PM Snacks with venue rental	30	600	18,000.00
		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.			
		Amenities a. <i>Conference Room</i> • Use of (1) Function room that can accommodate the indicated number of pax with no middle obstructing post/object with wide space for workshop and indoor activities			
				Total before tax	159,000.00
				5%	7,098.21
				2%	2,839.29
				Total after tax	149,062.50

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<ul style="list-style-type: none"> (Pls. specify name of function or function number in the "statement of compliance" column.)-OMADA 1/OMADA 2/OMADA 3 No changing of assigned function room during the duration. 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: <ul style="list-style-type: none"> Registration/working table for secretariat, small table for the projector/ laptop World cafe arrangement c. Light, Ventilation and Air-conditioning <ul style="list-style-type: none"> Proper light ventilation and air-conditioning Must have white bulbs and not yellow/dim to ensure good visual of participants for the entire session a. Audio Visual Requirements: <ul style="list-style-type: none"> Use of one LCD projector for presentation with screen and 1 laptop. Complete audio-visual with at least 3 microphones (with working batteries for wireless microphone) There has to be on-call operator to assist in the AV needs. Use of whiteboard, extension cords and Philippine flag Audio-visual must be set up at least 1 hour before the activity. No electrical charge for the use of own equipment or charging of laptops. a. Other Requirements: <ul style="list-style-type: none"> Provision of Backdrop and Welcome Streamers/lobby posting. Has ramp or easy access to PWD participants. Ramp or elevator must be direct to the function room All activities should be on the same venue There has to be enough number of standby waiters to assist the participants. There has to be on call medical personnel. Safe and accessible parking space available within the vicinity of the building that is available to the DSWD vehicle and that of the participants. At least have available over the counter medicines as the need arises. Transportation for the secretariat from port to venue in bringing supplies and equipment. Catering Services: breakfast, lunch, dinner and 2 snacks (AM & PM) <ul style="list-style-type: none"> Breakfast/Lunch/Dinner: Rice, appetizer, Soup with vegetable/noodle, 3 main dishes (fish, chicken and pork/beef), dessert (preferably fruits) and natural juices. AM/PM Snacks: Preferably sandwich or pasta, and natural/local juice as calamansi, pandan, lemon grass, buko etc. Flowing coffee/choco and purified drinking water Strictly no softdrinks 			
		PR Ref(DSWD7-18-0272)			
(Total Amount in Words)		One hundred forty nine thousand sixty two pesos and 50/100		Nett of tax	149,062.50

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:

MARIE V. MARAON
 Signature over Printed Name of Supplier

9/04/19

Date

Very truly yours,

REBECCA P. GEAMALA
 Regional Director

For the Regional Director:

GRACE Q. SUBONG
 OIC - Assistant Regional Director for Administration

Funds Available:

LOUIE RAY C. VILLARIN, CPA
 Regional Accountant

ALOBS No. :
 Amount :