

**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

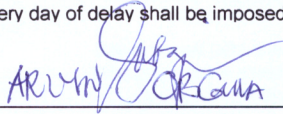


Supplier: <b>CITYSCAPE HOTEL &amp; MANAGEMENT , INC.</b>	PO No. FO-17-108
Address: Juana Osmeña , Cebu City	Date: 4/10/2017
Contact No.: 09487664415/09228280143	Mode of Procurement: Small value procurement
Contact Person: Arlyn C. Obguia	TIN: 404-225-509-000

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:		Payment Term:	within 30 calendar days after the activity & receipt of billing.		
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<b>Provision of venue and catering services for the following activities:</b>			
		Title of activity :			
		<b>1. Meeting of the Regional Inter-Agency Task Force for Children and Families at Risk in the Street</b>			
		<b>2. PPD Quarterly Meeting</b>			
		<b>3. RCMET Quarterly Meetings</b>			
		<b>4. IACAT 7-ACP-VAWC Quarterly Meeting</b>			
		<b>5. Semestral OPC CY 2017 CheckPoint</b>			
		<b>1. Meeting of the Regional Inter-Agency Task Force for Children and Families at Risk in the Street</b>			
		May 12,2017 - 23-24			
		-August 11, 2017			
		<b>2. PPD Quarterly Meeting</b>			
		-April 27, 2017 - may 15			
		-July 28, 2017			
		-October 26, 2017			
		<b>3. RCMET Quarterly Meetings</b>			
		17-May-17			
		-August 15, 2017			
		-November 3, 2017			
		<b>4. IACAT 7-ACP-VAWC Quarterly Meeting</b>			
		June 8, 2017 (2 <sup>nd</sup> quarter meeting)			
		-August 25, 2017 (3 <sup>rd</sup> quarter meeting)			
		-October 23, 2017 (4 <sup>th</sup> quarter meeting)			
		<b>5. Semestral OPC CY 2017 CheckPoint</b>			
		14-Jun-17			
		-October 18, 2017			
	pax	Meeting of the Regional Inter-Agency Task Force for Children and Families at Risk in the Street; May 12, 2017	35	400.00	14,000.00
		-Buffet Lunch and 2 snacks AM/PM with venue rental			
	pax	Meeting of the Regional Inter-Agency Task Force for Children and Families at Risk in the Street; August 11, 2017	35	400.00	14,000.00
		-Buffet Lunch and 2 snacks AM/PM with venue rental			
	pax	PPD Quarterly Meeting; April 27, 2017	14	400.00	5,600.00
		-Buffet Lunch and 2 snacks AM/PM with venue rental			
	pax	PPD Quarterly Meeting; July 28, 2017	14	400.00	5,600.00
		-Buffet Lunch and 2 snacks AM/PM with venue rental			
	pax	PPD Quarterly Meeting; October 26, 2017	14	400.00	5,600.00
		-Buffet Lunch and 2 snacks AM/PM with venue rental			

pax	· RCMET Quarterly Meetings; May 17, 2017 -Buffet Lunch and 2 snacks AM/PM with venue rental	30	400.00	12,000.00
pax	· RCMET Quarterly Meetings; August 15, 2017 -Buffet Lunch and 2 snacks AM/PM with venue rental	30	400.00	12,000.00
pax	· RCMET Quarterly Meetings; November 3, 2017 -Buffet Lunch and 2 snacks AM/PM with venue rental	30	400.00	12,000.00
pax	· IACAT 7-ACP-VAWC Quarterly Meeting; June 8, 2017 (2 <sup>nd</sup> quarter meeting) -Buffet Lunch and 2 snacks AM/PM with venue rental	50	400.00	20,000.00
pax	· IACAT 7-ACP-VAWC Quarterly Meeting; August 25, 2017 (3 <sup>rd</sup> quarter meeting) -Buffet Lunch and 2 snacks AM/PM with venue rental	50	400.00	20,000.00
pax	· IACAT 7-ACP-VAWC Quarterly Meeting; October 23, 2017 (4 <sup>th</sup> quarter meeting) -Buffet Lunch and 2 snacks AM/PM with venue rental	50	400.00	20,000.00
pax	· Semestral OPC CY 2017 CheckPoint; June 14, 2017 -Buffet Lunch and 2 snacks AM/PM with venue rental	35	400.00	14,000.00
pax	· Semestral OPC CY 2017 CheckPoint; October 18, 2017 -Buffet Lunch and 2 snacks AM/PM with venue rental	35	400.00	14,000.00
			<i>Total before tax</i>	<b>168,800.00</b>
	<b>Location and Site Condition:</b>		5%	7,535.71
	· Cebu City		2%	3,014.29
	· Safe accessible parking space available within the vicinity of the building that is available to the office DSWD vehicle and that of the participants.		<i>Total after tax</i>	<b>158,250.00</b>
	<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>Venue/Amenities:</b>			
	<b>a. Conference Room</b>			
	· Use of one (1) function room (7 AM – 8 PM as the maximum) that can accommodate the indicated number of pax (has the capacity allowance for 14 pax as minimum and 60 pax as maximum); No middle obstructing post/object. <i>(Pls. specify name of function or function number in the "statement of compliance" column.)</i>			
	· Must have soundproof wall.			
	· No changing of assigned function room during the duration.			
	· Conversion of other rooms such as restaurant or bar type rooms into function room is not allowed.			
	· Use of WIFI connection in the function room for the downloading, playing of presentation materials and videos required of the training.			
	· Use of whiteboard, extension cords and Philippine flag.			
	· No electrical charge for the use of own equipment or charging of laptops.			
	<b>b. Space Requirements:</b>			
	· Conference type arrangement			
	· Provision of two (2) tables for the registration/working table for secretariat and for the laptop/projector.			
	· With ample space for workshop activities such as world café.			
	<b>c. Light, Ventilation and Air-conditioning</b>			
	· Proper light ventilation and air-conditioning			
	<b>d. Audio Visual Requirements:</b>			
	· Use of one (1) LCD projector for presentation with screen.			
	· Complete audio-visual with at least 3 wireless microphones.			
	· There has to be on-call operator to assist in the AV needs.			
	· Audio-visual must be set up at least 1 hour before the activity.			
	<b>e. Other Requirements:</b>			
	· There has to be on-call medical personnel.			
	· Provision of backdrop and welcome streamers/lobby posting.			
	· There has to be enough number of stand-by officers to assist the participants.			

	<b>Catering Services: Buffet Lunch and with 2 snacks (AM &amp; PM)</b>			
	· Buffet Lunch: Rice, soup, 3 main dishes (vegetable, fish, chicken and pork/beef), dessert (choice of fresh fruits, fruit salad or pastries like cake) and natural juices(light sweet-flavored)			
	· AM/PM snacks: Preferably sandwich or pasta with natural juices like lemon grass or calamansi juice			
	· Others: Flowing coffee/tea/milo and purified drinking water			
	<b>Purpose:</b> 1. Meeting of the Regional Inter-Agency Task Force for Children and Families at Risk in the Street 2. PPD Quarterly Meeting 3. RCMET Quarterly Meetings 4. IACAT 7-ACP-VAWC Quarterly Meeting 5. Semestral OPC CY 2017 CheckPoint			
	<b>(Ref: PR No.: DSWD7-17-0115)</b>			
(Total Amount in Words)			Nett of tax	<b>158,250.00</b>
<p>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.</p>				
Conforme:	 ARWIN C. ORGANA	Very truly yours,	<b>MA. EVELYN B. MACAPOBRE, CESO III</b> Director IV  <b>HERMINIA L. CABA HUG</b> OIC- Assistant Regional Director for Administration	
	Signature over Printed Name of Supplier			
	Date 			
Funds Available:	<b>LOUIE RAY C. VILLARIN, CPA</b> Regional Accountant	ALOBS No. : _____	Amount : _____	

AO 8/15/02  
PO No. FO-17-108