

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

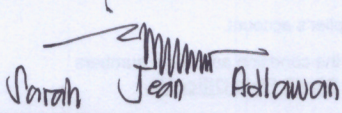
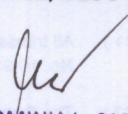
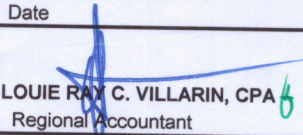
Supplier: **CEBU NORTHWINDS HOTEL**
Address: Salinas Drive, Lahug, Cebu City
Contact No.: 416-2222
Contact Person: Sara Jean Adlawan

PO No. FO-17-283
Date: 5/22/17
Mode of Procurement: Lease of Venue
TIN: 200-460-167-000

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 services rendered and receipt of billing statement		
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		Provision of venue and catering services for the activity "Post Rescue Evaluation Meetings"			
		Title of Activity			
		Post Rescue Evaluation Meetings			
		Availability:			
		June 29, 2017			
		· June 29, 2017			
	pax	-Live-out, Buffet Lunch and AM/PM Snacks with venue rental	57	350.00	19,950.00
		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.			
		Venue/Amenities:	1	2,000.00	2,000.00
		a. Conference Room		Total before tax	21,950.00
		· Use of one (1) function room (7 AM – 8 PM as the maximum) that can accommodate the indicated number of pax with no middle obstructing post/object.		5%	979.91
		· Must have soundproof wall.		2%	391.96
		· (Pls. specify name of function or function number in the "statement of compliance" column.)		Total after tax	20,578.13
		· 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. Space Requirements:			
		· Conference type arrangement.			
		· Registration/working table with 2 chairs for secretariat, small table with 1 chair for the projector for Resource Person			

		c. Light, Ventilation and Air-conditioning		
		· Proper light ventilation and air-conditioning.		
		d. Audio Visual Requirements:		
		· Use of one (1) LCD projector for presentation with screen.		
		· Complete audio-visual with at least 1 wireless microphone.		
		· 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.		
		e. Other Requirements:		
		· Provision of backdrop and welcome streamers/lobby posting.		
		· There has to be enough number of stand-by waiters to assist the participants.		
		· There has to be on-call medical personnel.		
		Catering Services: Buffet Lunch and AM Snacks		
		· Buffet Lunch: Rice, soup, 3 main dishes (vegetables, fish, chicken, and pork/beef), dessert (preferably fruits and natural juices		
		· AM/PM Snacks: variation of pasta, bread, native snacks and natural/local juice such as calamansi, pandan, lemon grass, buko etc.		
		· Flowing coffee/prufied drinking water		
		· No softdrinks		
		Purpose: Post Rescue Evaluation Meetings June 29, 2017		
		(Ref: PR No.: DSWD7-17-0447)		
(Total Amount in Words)		Twenty one thousand nine hundred fifty pesos only		20,578.13
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:			Very truly yours,	
	Signature over Printed Name of Supplier		MA. EVELYN B. MACAPOBRE, CESO III Director IV	
	Date			
			HERMINIA L. CABAUG OIC- Assistant Regional Director for Administration	
Funds Available:			ALOBS No. : _____	
	LOUIE RAY C. VILLARIN, CPA Regional Accountant		Amount : _____	

AO 6/15/02
PO No. FO-17-283