

**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-17-304
Address: Panagdait, Mabolo, Cebu City	Date: 22/05/2017
Contact No.: 09228280143	Mode of Procurement: Lease of Venue
Contact Person: Arlyn Ogbula	TIN: 404-225-509-000

Gentlemen:

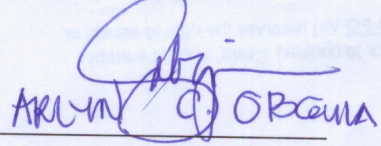
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery:		Cebu City / Mandaue 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
		<b>Provision of board and lodging, catering and venue for the activity "Training of Regional Trainers on the National Early Learning Curriculum and the New Tool and Standards on Early Childhood Program"</b>			
		Title of Activity:			
		<b>Training of Regional Trainers on the National Early Learning Curriculum and the New Tool and Standards on Early Childhood Program</b>			
		<b>Availability:</b>			
		<b>June 26-30, 2017</b>			
		<b>June 26-30, 2017</b>			
		-Live-in (Full Board)			
	pax	-Breakfast, AM snacks, Lunch, PM snacks and Dinner	45	1,300.00	<b>292,500.00</b>
				<i>Total before tax</i>	<b>292,500.00</b>
		<b>Location and Site Condition:</b>		5%	13,058.04
		· Cebu City/Mandaue City		2%	5,223.21
				<i>Total after tax</i>	<b>274,218.75</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.		<i>Nett of tax</i>	<b>274,218.75</b>
		<b>Amenities</b>			
		<b>a. Conference Room</b>			
		· Use of one (1) function room (7am-7pm as the maximum) that can accommodate the indicated number of pax but with no middle obstructing post/object and with extra space for presentations/role plays.			
		· Use of WIFI connection in the function room for the downloading, playing of presentation materials and videos required of the training.			
		<b>b. Space Requirements:</b>			
		· Classroom arrangement.			
		· Provision of 2 tables for the registration/working table for secretariat and for the laptop/projector.			
		<b>c. Light, Ventilation and Air-conditioning</b>			

	· Provide light ventilation and air-conditioning		
	<b>d. Audio Visual Requirements:</b>		
	· Provision of free use of 1 LCD projector for presentation in function room with screen.		
	· Complete audio-visual with at least two (2) wireless microphones with working batteries and 2 wired 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.		
	· Availability of 2 whiteboards, at least 5 extension cords/wires, rostrum and Philippine flag.		
	· No electrical charge for the use of own equipment.		
	<b>e. Room Arrangement/Requirements:</b>		
	· Triple accommodation for pax with separate beds for each pax.		
	· With complimentary basic toiletries such as soap and shampoo.		
	· Room for the secretariat and Resource Persons must be with WIFI internet connection.		
	<b>f. Other Requirements:</b>		
	· Provision of backdrop and welcome streamers/lobby posting.		
	· Transportation (two-way) for the secretariat from the office to the venue and vice versa in bringing supplies and equipment.		
	<b>Catering Services: Buffet breakfast, lunch, dinner and 2 snacks (AM &amp; PM)</b>		
	· Buffet Breakfast/Lunch/Dinner: Rice, soup, vegetables, 3 main dishes (fish(not cream dory), chicken, pork/beef), dessert (assorted fruits) and natural juices (not bottled/canned and not powdered)		
	· AM/PM Snacks and natural juices		
	· Others: Flowing coffee/ purified drinking water		
	Softdrinks at meal time not allowed; instead, served natural juices (not bottled/canned and not powdered)		
	<b>Purpose: Training of Regional Trainers on the National Early Learning Curriculum and the New Tool and Standards on Early Childhood Program on June 26-30, 2017</b>		
	(Ref: PR No.: DSWD7-17-0513)		
(Total Amount in Words)	Two hundred ninety two thousand five hundred pesos only		

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:

  
**ARLYN Q. ORCEÑA**

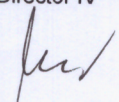
Signature over Printed Name of Supplier

June 05, 2017  
Date

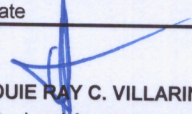
Very truly yours,

**MA. EVELYN B. MACAPOBRE, CESO III**  
Director IV

By

  
**HERMINIA L. CABAHUG**  
OIC-ARD for Administration

Funds Available:

  
**LOUIE RAY C. VILLARIN, CPA**  
Regional Accountant

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