

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: **SARROSA INTERNATIONAL HOTEL AND RESIDENTIAL SUITES**

Address: F - Cabahug St., Kasambagan, Cebu City
Contact No.: 2325811 LOCAL 112

Contact Person: Chanilyn Janier

PO No. FO-17-386

Date: 6/15/2017

Mode of Procurement

TIN: 220-356-956-000

Lease of venue

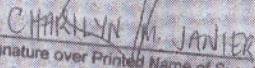
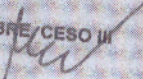
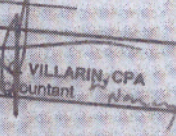

Gentlemen:
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: Lapu-Lapu City
Date of Delivery:
Delivery Term: Upon actual date of activity

Payment Term: within 30 calendar days after the activity & receipt of billing

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		Provision of board and lodging, catering and venue for the activity			
		Title of Activity			
		Consultation Meeting with Family Court Staff (Prosecutors, social workers, law practitioners)			
		Availability:			
		June 29 - 30, 2017			
		June 29, 2017			
	pax	-Live-in Full board with breakfast as the first provision	1700.00/pax x 30 pax	1700.00	51,000.00
		-Breakfast, Lunch, Dinner and 2 snacks AM/PM			
		June 30, 2017			
	pax	-Live-out with breakfast as the first provision	550.00/pax x 30 pax	550.00	16,500.00
		-Breakfast, Lunch, and 2 snacks AM/PM			
		Location and Site Condition:			
		Lapu-Lapu City			
		Safe accessible parking space available within the vicinity of the building that is available to the DSWD vehicle and that of the participants			
		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. Conference Room			
		Use of one (1) function room (7am-8pm as the maximum) that can accommodate the indicated number of pax (has the capacity allowance for 30 pax as minimum and 35 pax as maximum); no middle obstructing post/object with wide space for workshops or activities like group playing and other structured learning activities.			
		Total before tax			67,500.00
		5%			3,013.39
		2%			1,205.36
		Total after tax			63,281.25

	Conference must have soundproof wall.		
	<i>(Pls. specify name of function or function number in the "statement of compliance" column.)</i>		
	Function room flooring must be well-maintained and not slippery.		
	Availability of 2 separate comfort rooms for Male and Female.		
	No changing of assigned function room during the training.		
	Use of WIFI connection in the function room for the downloading, playing of presentation materials and videos required of the training.		
	b. Space Requirements:		
	World Cafe Setting.		
	Provision of 1 table for the registration/working table for secretariat and for the laptop/projector.		
	w. Light, Ventilation and Air-conditioning		
	Proper light ventilation and air-conditioning.		
	d. Audio Visual Requirements:		
	Provision of free use of 1 LCD projector for presentation in function room with screen.		
	Complete audio-visual with at least three (3) microphones (1 wired and 2 wireless).		
	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 whiteboard, extension cords and Philippine flag.		
	No electrical charge for the use of own equipment.		
	e. Room Arrangement/Requirements:		
	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.		
	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.		
	Each room must be equipped with cabinet.		
	Preferably equipped with functional television.		
	Room for the secretariat and Resource Persons must be with WIFI internet connection.		
	f. Other Requirements:		
	Provision of backdrop and welcome streamers/lobby posting.		
	Transportation for the secretariat from DSWD office to the venue in bringing supplies and equipment's in the 1 st and last day.		
	There has to be enough number of stand-by waiters to assist the participants.		
	There has to be on-call medical personnel.		
	At least available over the counter medicine as need arises.		
	Elevator must be available on the floor where the Conference Room is located.		
	Catering Services: Buffet breakfast, lunch, dinner and 2 snacks (AM & PM)		
	Buffet Breakfast: Rice, 3 main courses (choice of fish, chicken, and pork), 1 dessert (preferably fruits), drinks (coffee or hot chocolate)		

	<ul style="list-style-type: none"> • Buffet Lunch/Dinner: Rice, soup, appetizer, 3 main dishes (vegetable, fish, chicken, and pork/bee), dessert (preferably fruits) and natural juices • AM/PM Snacks: variation of pasta, bread, native snacks and natural/local juice such as calamansi, pandan, buko etc. • Others: Flowing coffee/ purified drinking water • Note: No serving of cream dowry fish 		
	Purpose:		
	Consultation Meeting with Family Court Staff (Prosecutors, social workers, law practitioners) Handling Adoption Cases and Executive Judges on June 29 - 30, 2017		
(Total Amount in Words)	Sixty-one thousand five hundred pesos only	(Ref. PR No.: DSWD7-17-0376)	
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.			Net of tax
			63,281.25
Conforme:	 Signature over Printed Name of Supplier	Very truly yours,	
	Date	MA. EVELYN B. MACAPOBRE, CESO III Director IV 	
Funds Available:	LOUIE RAY VILLARIN, CPA Regional Accountant 	VERMINIA L. CABAUG Asst. Regional Director for Administration 	
AO 6/15/02	PO No. PO-17-396	ALOS No.:	Amount: