



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: PANDA TEA GARDEN SUITES			PO No.	FO-17-409	
Address: Dao Dist. Tagbilaran City			Date:	20/06/2017	
Contact No.: 501-8773/ 412-2456			Mode of Procurement:	Lease of venue	
Contact Person: Trinidad D. Bayron			TIN:	119-247-179-015	
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery: Tagbilaran City, Bohol			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
		Provision of board and lodging, catering and venue for the activity "Writeshop Orientation on the Development of the Comprehensive Local Juvenile Intervention Program (CLJIP) of the LGUs"			
		Title of Activity			
		Writeshop Orientation on the Development of the Comprehensive Local Juvenile Intervention Program (CLJIP) of the LGUs			
		Availability:			
		1. July 20-21, 2017			
		July 20-21, 2017			
	pax	-1 st day - PM snacks & Dinner(live-in)	54	1,150.00	62,100.00
		-2 nd day - Break-fast & Lunch with AM snacks(live-out)			
				<i>Gross Amount</i>	62,100.00
		Location and Site Condition:		5%	2,772.32
		- Tagbilaran City, Bohol		2%	1,108.93
		Neighborhood Data		<i>Tax Amount</i>	58,218.75
		- 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 one (1) function room (7am-7pm) that can accommodate the indicated no. of pax with no middle obstructing post/object and intended for convening and workshop-type function room with wide space enough for structural learning activities such as dancing exercise, workshop, gallery walk, small groupings etc.			
		<i>(Pls. specify name of function or function number in the "statement of compliance" column.)</i>			
		- Use of WIFI connection in the function room for the downloading playing of presentation materials and videos required of the training.			
		b. <i>Space Requirements:</i>			
		- Classroom arrangement.			
		- Provision of 2 tables for the registration/working table for secretariat and for the laptop/projector.			
		c. <i>Light, Ventilation and Air-conditioning</i>			
		- Proper light ventilation and air-conditioning			
		d. <i>Audio Visual Requirements:</i>			
		- Provision of free use of 1 LCD projector for presentation in function room with screen.			

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	Complete audio-visual with at least three (3) 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 whiteboards with marker and erasers, extension cords, and Philippine flag.		
	Free electricity for the laptops of the participants.		
	e. Room Arrangement/Requirements:		
	Triple accommodation for pax with separate beds for each pax.		
	f. Other Requirements:		
	Provision of backdrop and welcome streamers/tebby posting.		
	Free writing pads and pencil for each pax.		
	There has to be enough number of stand-by waiters to assist the participants.		
	There has to be on-call medical personnel.		
	At least have available over the counter medicine as need at 24/7.		
	Catering Services: Buffet breakfast, lunch, dinner and 2 snacks (AM & PM)		
	Buffet Breakfast/Lunch/Dinner: Rice, soup, 3 main courses (vegetable, fish, chicken, pork/beef), 1 dessert (preferably fruits) and Natural Juices.		
	AM/PM Snacks: Burger/Sandwiches and Canned or Bottled Drinks.		
	Others: Free flowing brewed coffee, tea, drinking water and assorted candies/nuts with at least 2 standby waiters.		
	Purpose:		
	Workshop Orientation on the Development of the Comprehensive Local Juvenile Intervention Program (CLJIP) of the LRDs on July 12-13, 2017 (Ref. PR No.: DSWD7-17-0587)		
			58,218.75
<p><small>Estimated Amount in Words: Fifty eight thousand two hundred eighteen pesos and 75/100 only.</small></p> <p><small>In case of failure to make a 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.</small></p>			
Signature		Very truly yours, MA. EVELYN B. MACAPOBRE, CESO III Director IV	
Signature	Printed Name of Supplier		HERMINA L. CASAHUG OC, Administrative Services
Date			
Guest Available	LOUIE RAY VILLARIN, CPA Senior Accountant	ALOBS No.	Amount

A361342 PO No. PO-17-401