

PURCHASE ORDERDepartment of Social Welfare and Development
Field Office VII

cor. MJ Cuenco Ave. & Gen. Maxilom Ave., Cebu City Tel. # 2330261, 2338785 Fax # 4129908, 2321192

Supplier: **RICHMOND PLAZA CENTRE, INC.**

Address: F. Sotto Drive, Gorordo Avenue, Cebu City

Contact No.: (32) 232-0361

Contact Person: Ms. Mars Acenas - Neri

PO No. FO-17-415

Date: 20/06/2017

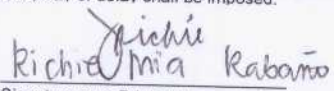

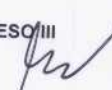
Mode of Procurement: Lease of venue

TIN: 200-075-096-000

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
		Provision of board and lodging, catering and venue of the activity," Training Workshop on Use of Crisis Intervention Monitoring System for CIU Staff"			
		Title of Activity			
		Training Workshop on Use of Crisis Intervention Monitoring System for CIU Staff			
		Availability:			
		1. July 6-8, 2017			
		2. July 12-14, 2017			
		July 6-8, 2017			
	Pax	Full Board and Lodging, Catering and Venue Breakfast, AM snacks, Lunch, PM snacks and Dinner (with breakfast as first provision and dinner as last provision)	31	1,185.00	110,205.00
		July 12-14, 2017			
	Pax	Full Board and Lodging, Catering and Venue Breakfast, AM snacks, Lunch, PM snacks and Dinner (with breakfast as first provision and dinner as last provision)	26	1,275.00	99,450.00
		Location and Site Condition:		<i>Gross Amount</i>	209,655.00
		· Cebu City		5%	9,359.60
		· Safe accessible parking space available within the vicinity of the building that is available to the DSWD vehicle and that of the participants.		2%	3,743.84
		Neighborhood Data		<i>Tax Amount</i>	196,551.56
		· 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 40 pax); no middle obstruction post/object with wide ample space for workshops or activities like group role playing and other structured learning activities.			
		· Conference must have soundproof wall.			
		· (Pls. specify name of function or function number in the "statement of compliance" column.)			
		· 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 very strong WIFI connection for all the participants in the function room for use of online database system.			

	b. Space Requirements:		
	· World Café setting.		
	· Provision of 2 tables for the registration/working table for secretariat and for the laptop/projector.		
	c. 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 and 1 laptop.		
	· Sound system with at least 3 microphones (1 wired; 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 whiteboards with marker and erasers, use of enough extension cords for all participants, and Philippine flag.		
	· No electrical charge for the use of own equipment or charging of laptops.		
	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.		
	· Room for the secretariat and Resource Persons must be with WIFI internet connection.		
	f. Other Requirements:		
	· Provision of 1 pencil per participant.		
	· Provision of backdrop and welcome streamers/lobby posting.		
	· Free transportation for the secretariat from DSWD office to the venue and vice versa.		
	· 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 arises.		
	Catering Services: Buffet breakfast, lunch, dinner and 2 snacks (AM & PM)		
	· Buffet Breakfast: Rice, 3 main courses (fish, chicken, pork/bee), 1 dessert (preferably fruits) and drinks (coffee or hot chocolate)		
	· Buffet Lunch/Dinner: Rice, soup, appetizer, 3 main dishes (vegetable, fish, chicken, pork/bee), 1 dessert (preferably fruits) and natural juices		
	· AM/PM Snacks: variation of pasta, bread, natural/local juice such as calamansi, buko, etc.		
	· Others: Flowing coffee/ Purified drinking water		
	Purpose:		
	Training Workshop on Use of Crisis Intervention Monitoring System for CIU Staff on July 6-8, 2017 and July 12-14, 2017		
	(Ref: PR No.: DSWD7-17-0642)		
(Total Net Amount in Words)	One hundred ninety-six thousand five hundred fifty-one pesos and 56/100 only		196,551.56
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:	 Richia Mia Rabano Signature over Printed Name of Supplier	Very truly yours,	MA. EVELYN B. MACAPOBRE, CESO III Director IV
Date:			 HERMINIA L. CABA HUG OIC - Assistant Regional Director for Administration
Funds Available:	LOUIE RAY C. VILLARIN, CPA Regional Accountant	ALOBS No. : _____ Amount : _____	