

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: **RICHMOND PLAZA CENTRE, INC.**

PO No. FO-17-433

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

Date: 23/06/2017

Contact No.: (32) 232-0361

Mode of Procurement: Lease of venue

Contact Person: Ms. Mars Acenas - Neri

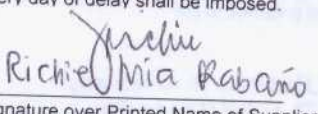
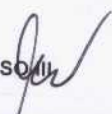


TIN: 200-075-096-000

Gentlemen:

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

Place of Delivery:		Cebu City or Mandaue 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 "Collaborative Case Management cum Family Risk Assessment Training"				
		Title of Activity				
		Collaborative Case Management cum Family Risk Assessment Training				
		Availability:				
		August 2-4, 2017				
		August 2-3, 2017				
	pax	Live-in (Full Board with Breakfast as first provision)	31	1,185.00	73,470.00	
		Breakfast, AM snacks, Lunch, PM snacks and Dinner				
		August 4, 2017				
	pax	Live-out (with Dinner as last provision)	31	690.00	21,390.00	
		Breakfast, AM snacks, Lunch, PM snacks and Dinner				
		Location and Site Condition:		<i>Gross Amount</i>	94,860.00	
		Cebu City or Mandaue City		5%	4,234.82	
		Neighborhood Data		2%	1,693.93	
		The venue must not offer short-term lodging services and not adjacent to casinos, night clubs, bar shows and funeral facilities.		<i>Tax Amount</i>	88,931.25	
		Amenities				
		a. Conference Room				
		Use of one (1) Function Room (7AM-9PM as the maximum) that can accommodate the indicated number of pax with no middle obstruction post/object with wide space for workshop activities.				
		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 strong WIFI connection in the function room for the downloading, playing of presentation materials and videos required of the training.				
		b. Space Requirements:				

	<ul style="list-style-type: none"> · Co nce arrangement. Table and chairs (6-7 pax per table) 			
	<ul style="list-style-type: none"> · Provision of 2 tables for the registration/working table for secretariat and for the laptop/projector. 			
	<p>c. Light, Ventilation and Air-conditioning</p> <ul style="list-style-type: none"> · Proper light ventilation and air-conditioning 			
	<p>d. Audio Visual Requirements:</p> <ul style="list-style-type: none"> · Provision of free use of 1 LCD projector for presentation in function room with screen. · Complete Audio Visual with at least 3 microphones. 			
	<ul style="list-style-type: none"> · There has to be on-call operator to assist in the AV needs. 			
	<ul style="list-style-type: none"> · 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. · No electrical charge for the use of own equipment or charging of laptops. 			
	<p>e. Room Arrangement/Requirements:</p> <ul style="list-style-type: none"> · 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. · Preferably equipped with functional television. · Room for the secretariat and Resource Persons must be with WIFI internet connection. 			
	<p>f. Other Requirements:</p> <ul style="list-style-type: none"> · 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. · At least have available over the counter medicine as need arises. 			
	<p>Catering Services: Buffet breakfast, lunch, dinner and 2 snacks (AM & PM)</p> <ul style="list-style-type: none"> · Buffet Breakfast: Rice, 3 main courses (choice of fish, beef, chicken, pork), 1 dessert (preferably fruits) and drinks (coffee or hot chocolate) · Buffet Lunch/Dinner: Rice, soup, appetizer, 3 main dishes (vegetable, fish, chicken, pork/beef), dessert (preferably fruits) and Natural Juices · AM/PM Snacks. Sandwiches/pasta and natural juices · Others: Flowing coffee/Purified drinking water · Room for the secretariat and Resource Persons must be with WIFI internet connection. 			
	<p>f. Other Requirements:</p> <ul style="list-style-type: none"> · 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. 			
	<p>Catering Services: Buffet breakfast, lunch, dinner and 2 snacks (AM & PM)</p> <ul style="list-style-type: none"> · Buffet Breakfast: Rice, 3 main courses (fish, chicken, pork/beef), 1 dessert (preferably fruits) and drinks (coffee or hot chocolate) 			

	· Buffet Lunch/Dinner: Rice, soup, appetizer, 3 main dishes (vegetable, fish, chicken, pork/beef), 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:		
	Collaborative Case Management cum Family Risk Assessment Training on August 2-3, 2017 and August 4, 2017		
	[Ref: PR No.: DSWD7-17-0650]		
(Total Net Amount in Words)	Eighty-eight thousand nine hundred thirty-one pesos and 25/100 only		88,931.25
<p>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.</p>			
Conforme:	 Richie Mia Rabano Signature over Printed Name of Supplier	Very truly yours,	 MA. EVELYN B. MACAPOBRE, CESO III Director IV
	Date		 HERMINIA L. CABAUG OIC - Assistant Regional Director for Administration
Funds Available:	LOUIE RAY S. VILLARIN, CPA Regional Accountant 	ALOBS No. : _____	Amount : _____

AO 6/15/02
 PO No. FO-17-433