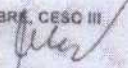


PURCHASE ORDER					
Department of Social Welfare and Development Field Office VII					
Cor. MJ Cuenco Ave. & Gen. Maxilom Ave. Cebu City Tel. # 330261, 2338785 Fax # 4129906, 2321162					
Supplier: <b>MANHATTAN SUITES INN</b>		PO No. FO-17-434			
Address: South Road, Calindagan, Dumaguete City		Date: 23/06/2017			
Contact No. 032-422-8200		Mode of Procurement: Lease of venue			
Contact Person: Perli Cervantes		TIN: 283-567-761-000			
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery: Dumaguete City, Negros Oriental		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
		<b>Provision of board and lodging, catering and venue for the activity "Capacity Building for Community-Based Duty Bearers".</b>			
		Title of Activity			
		<b>Capacity Building for Community-Based Duty Bearers</b>			
		Availability:			
		September 13 to 14, 2017			
		<b>September 13 to 14, 2017</b>			
	pax	1 <sup>st</sup> day - PM snacks & Dinner (live-in)	47	1,350.00	63,450.00
		2 <sup>nd</sup> day - Breakfast & lunch with AM snacks (live-out)			
		<b>Location and Site Condition:</b>		Unit Amount	63,450.00
		Dumaguete City, Negros Oriental		5%	3,172.50
		<b>Neighborhood Data</b>		2%	1,269.00
		The venue must not offer short-term lodging services and not adjacent to casinos, night clubs, bar shows and similar facilities.		Tax Amount	59,484.35
		<b>Amenities</b>			
		<b>a. Conference Room</b>			
		Use of one (1) function room (7am-7pm) that can accommodate the indicated no. of pax with or without obstructing post/object and intended for converging and workshop-type function room with wide space enough for structural learning activities such as dancing exercise, workshop, gallery walk, small groupings etc.			
		Conference must have soundproof wall			
		<b>(Pls. specify name of function or function number in the "statement of compliance" column.)</b>			
		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 connecting 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>			
		Proper light ventilation and air-conditioning. <input checked="" type="checkbox"/> Z			

<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 three (3) microphones.		
There has to be an 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 with marker and eraser, extension cords, and Philippine flag.		
Free electricity for the laptops of the participants.		
<b>e. Room Arrangement/Requirements:</b>		
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.		
<b>f. Other Requirements:</b>		
Provision of backdrop and welcome streamers/lobby 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 arises.		
<b>Catering Services: Buffet breakfast, lunch, dinner and 2 snacks (AM &amp; PM)</b>		
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 Elevated or Beaded Drinks.		
Others: Free flowing brewed coffee, tea, drinking water and assorted candies/nuts with at least 2 standby waiters.		
<b>Purpose:</b>		
Capacity Building for Community-Based Duty Delegates on September 13 to 14, 2017.		
<b>(Ref: PR No. DSWD-17-0589-B)</b>		
(Four hundred and four words) Fifty-nine thousand four hundred eighty-four pesos and 38/100, only		<b>59,484.38</b>
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 applied.		
Conforme: <u>Ruth Sarah A. Lim</u> Signature over Printed Name of Supplier		Very truly yours, <b>MA. EVELYN S. MACAPOBRE, CESO III</b> Director IV  <b>HERNANIL L. CABRILLO</b> Assistant Regional Director for Contracting
Date: _____		
Funds Available: <b>LOUIE RA. C. VILLARIN, CPA</b> Regional Accountant		ALOBS No. Amount: _____

AO 8/15/02  
PO No. PO 17-434