

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:

KL PREMIERE CITI SUITES

PO No.

FO-17-436

Address:

Capitol Site, Cebu City

Contact No.:

266-0442/ 09177222159

Date:

6/21/2017

Contact Person:

Neil Tutud

Mode of Procurement:

Lease of venue

Gentlemen:

TIN:

400-683-291-000

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

Place of Delivery:

Oslob, Cebu

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 "SLP Semestral Performance Evaluation cum IPCR Assessment". On June 22-23, 2017

Title of Activity

SLP Semestral Performance Evaluation cum IPCR Assessment

Availability:

June 22-23, 2017

pax

• June 22, 2017 - Live in

Breakfast, Lunch, Dinner, AM snacks and PM snacks

5

1,500.00

7,500.00

pax

• June 22, 2017 - Live out

Breakfast, Lunch, AM snacks and PM snacks with use of venue

31

550.00

17,050.00

pax

• June 23, 2017 - Live in

Breakfast, Lunch, Dinner, AM snacks and PM snacks

5

1,500.00

7,500.00

pax

• June 23, 2017 - Live out

Breakfast, Lunch, AM snacks and PM snacks with use of venue

31

550.00

17,050.00

Location and Site Condition:

Cebu City

Gross Amount

49,100.00

Safe accessible parking space available within the vicinity of the building that is available to the DSWD vehicle and that of the participants.

5%

2,191.96

Neighborhood Data

The venue must not offer short-term lodging services and not adjacent to casinos, night clubs, bar shows and funeral facilities.

2%

876.79

Net Amount

46,031.25

Amenities

a. Conference Room

Use of one (1) function room (7am-8pm) that can accommodate the indicated number of pax (has the capacity allowance for 36 pax as maximum) with no middle obstruction post/object with wide space enough for structured learning activities such as dancing, exercise, workshop, gallery walk, small groupings etc.

Conference must have soundproof wall of 3

the "statement of compliance" column.)

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:

World Café Setting.

Provision of 1 tables for the registration/working table for secretariat with 1 chair and 1 table for the laptop/projector.

a. Light, Ventilation and Air-conditioning

Proper light ventilation and air-conditioning

b. Audio Visual Requirements:

Use of one (1) LCD projectors for presentation with screen.

Complete audio-visual with at least three (3) microphones (1 wired microphone and 2 wireless 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.

Free use of whiteboard, extension cords, and Philippine flag.

No electrical charge for the use of own equipment or charging of laptops.

c. 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.

Preferably equipped with functional television.

Room for the secretariat and Resource Persons must be with WIFI internet connection.

d. 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 1st 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 have available over the counter medicine as need arises.

Catering Services: Buffet breakfast, lunch, dinner and 2 snacks (AM & PM)

Breakfast/Lunch/Dinner: Rice, 3 main courses (choices of fish, chicken, pork/beef), 1 dessert (preferably fruits) and natural juices

	Lunch/Dinner: Rice, soup, appetizer, 3 main dishes (vegetable, fish not cream dory, chicken, pork/beef), dessert (preferably fruits) and natural juices		
	AM/PM Snacks: variation of pasta, bread, native snacks and natural/local juice such as calamansi, buko, etc.		
	Others: Flowing coffee/Purified Drinking Water		
	Purpose:		
	Provision of board and lodging, catering and venue for the activity "SLP Semestral Performance Evaluation cum IPCR Assessment". On June 22-23, 2017		
	(Ref: PR No.: DSWD7-17-0722)		
(Total net amount in word)	Forty six thousand thirty one peso and 25/100		
	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.		46,031.25
Conforme:	 Signature over Printed Name of Supplier	Very truly yours,	
Funds Available	Date  LOUIE RAY VILLARIN, CPA Regional Accountant	MA. EVELYN B. MACAPOBRE, CESO III Director IV HERMINIA L. CABAUG CR - Assistant Regional Director for Administration	ALOBS No. : _____ Amount : _____

AO 6/15/02
PO No. FO-17-436