

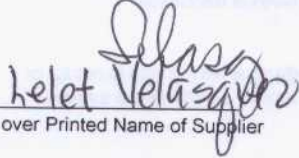

PURCHASE ORDER

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:	GOLDEN PRINCE HOTEL & SUITES		PO No.	FO-17-442	
Address:	Kamputhaw, Cebu City		Date:	6/23/2017	
Contact No.:			Mode of Procurement:	Lease of venue	
Contact Person:	Lelet Velasquez		TIN:	211-745-841-000	
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 for the activity "Orientation on Social Technology Completed Projects for Children Cum Mid-Year RCWC Performance Assessment and Work and Financial Planning". On June 28, 2017			
		Title of Activity			
		Orientation on Social Technology Completed Projects for Children Cum Mid-Year RCWC Performance Assessment and Work and Financial Planning			
		Availability:			
		June 28, 2017			
		· June 28, 2017 - Live in			
	pcs	· Buffet Breakfast, Lunch, Dinner, AM snacks and PM snacks	40	1500.00	60,000.00
		Location:		5%	2,678.57
		· Cebu City		2%	1,071.43
		Neighborhood Data		Net Amount	56,250.00
		· 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-7pm) that can accommodate the indicated number of pax 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.			
		· (Pls. specify name of function or function number in 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:			
		· Classroom formation of tables and chairs			
		· Provision of 1 table for the registration/working table for secretariat with 2 chairs and 1 table for the laptop/projector.			
		c. Light, Ventilation and Air-conditioning			
		· Proper light ventilation and air-conditioning			

		d. Audio Visual Requirements:		
		· Use of one (1) LCD projectors for presentation with screen.		
		· Complete audio-visual with at least three (3) microphones (with functional batteries if 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.		
		· Free use of whiteboard, pens and eraser, extension cords, and Philippine flag.		
		· No electrical charge for the use of own equipment or charging of laptops.		
		e. Room Arrangement/Requirements:		
		· Triple/Quadruple 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.		
		· Room for the secretariat and Resource Persons must be with WIFI internet connection.		
		f. Other Requirements:		
		· Provision of backdrop and welcome streamers/lobby posting.		
		· Provision of Pencil for each pax.		
		· 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, soup, 3 main dishes (choices of vegetable, fish not cream dory, chicken, pork/beef), noodles, dessert (preferably 3 kinds of fruits) and natural juices		
		· Plated AM/PM Snacks: choices of sandwich, native kakanin, cake, burger/siopao with appropriate drinks but not powdered or bottled juice.		
		· Others: Flowing coffee and candies		
		Purpose:		
		Provision of board and lodging, catering and venue for the activity "Orientation on Social Technology Completed Projects for Children Cum Mid-Year RCWC Performance Assessment and Work and Financial Planning". On June 28, 2017		
		(Ref: PR No.: DSWD7-17-0722)		
	(Total net amount in word)	Fifty six thousand two hundred fifty pesos only		56,250.00
	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:	 Signature over Printed Name of Supplier		Very truly yours, MA. EVELYN B. MACAPOBRE, CESO III Director IV 	
	Date		HERMINIA L. CABANOG OIC- Assistant Regional Director for Administration	
Funds Available:	LOUIE RAY C. VILLARIN, CPA Regional Accountant		ALOBS No. : _____ Amount : _____	