





PURCHASE ORDER					
Department of Social Welfare and Development Field Office VII					
cor. MJ Cuenco Ave. & Gen. Maxilom Ave., Cebu City Tel. # 2330261, 2338765 Fax # 4129908, 2321152					
<b>SARROSA INTERNATIONAL HOTEL AND RESIDENTIAL</b>			PO No. FO-17-459		
Supplier: SUITES			Date: 6/28/2017		
Address: F - C-haling St., Kasambagan, Cebu City			Mode of Procurement: Lease of venue		
Contact Person: Charoyn Janier			TIN: 220-356-956-000		
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 "Implementer's Training on the SLP 2017 Field Operations Manual cum DSWD Orientation for Newly-Hired Staff". On July 24 - 28, 2017			
		Title of Activity			
		Implementer's Training on the SLP 2017 Field Operations Manual cum DSWD Orientation for Newly-Hired Staff			
		Availability:			
		July 24 - 28, 2017			
	pax	July 24-28, 2017 - Live in full board (breakfast as first provision and dinner as last provision)	30 pax x 1,500.00 x 5 days	1,500.00	225,000.00
	pax	July 28, 2017 - Live out	4	275.00	1,100.00
		- Buffet Breakfast, Lunch, Dinner, AM snacks and PM snacks			
		- 1 meal and 1 snack			
		<b>Location and Site Condition:</b>		Gross Amount	226,100.00
		Cebu City		5%	10,993.75
		Safe accessible parking space available within the vicinity of the building that is available to the DSWD vehicle and that of the participants.		2%	4,037.50
				Net Amount	211,968.75
		<b>Neighborhood Data</b>			
		The venue must not offer short-term lodging services and not adjacent to casinos, night clubs, bar shows and funeral facilities.			
		<b>Amenities</b>			
		<b>a. Conference Room</b>			
		Use of one (1) function room (7am-9pm as the maximum) that can accommodate the indicated number of pax. No middle obstructing post/object with ample space for workshops or activities like group role playing and other structured learning activities			
		Conference room must have soundproofing.			

	(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.			
	Lighting system of the function room must not be yellowish/dim to retain longer attentiveness of participants.			
	Use of strong WIFI connection in the function room for the downloading, playing of presentation materials and videos required of the training.			
	<b>b. Space Requirements:</b>			
	World Cafe setting.			
	Provision of 1 table for the registration/working table for secretariat with 2 chairs and 1 table for the laptop/projector.			
	<b>c. Light, Ventilation and Air-conditioning</b>			
	Proper light ventilation and air-conditioning			
	<b>d. Audio Visual Requirements:</b>			
	Use of one (1) LCD projectors for presentation with screen.			
	Complete Audio Visual with at least 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.			
	<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 to nearby rooms.			
	Preferably equipped with functional television.			
	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.			
	Transportation for the secretariat from DSWD office to the venue in bringing supplies and equipment's in the 1 <sup>st</sup> and last day.			

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	There has to be enough number of standby 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>		
	Breakfast: Rice (preferably with local root crops), 3 main dishes (fish, chicken and pork), 1 dessert (preferably fruits), drinks (coffee or hot chocolate)		
	Buffet Lunch/Dinner: Rice, soup, 3 main dishes (vegetable, fish, chicken and 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. No serving of cream dairy fish		
	<b>Purpose:</b>		
	Provision of board and lodging, catering and venue for the activity "Implementer's Training on the SLP 2017 Field Operations Manual cum DSWD Orientation for Newly-Hired Staff". On July 24 - 28, 2017		
	(Ref PR No.: DSWD7-17-0765)		
(Total Amount in Words)	Two hundred eleven thousand nine hundred sixty eight pesos and 75/100		211,968.75
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.			
Confirms:	 Signature over Printed Name of Supplier	Very truly yours, MA. EVELYN B. MACAPOBRE, CESO III Director IV	
	Date: 		
Funds Available	LOUIE RAY C. VILLARIN, CPA Regional Accountant	ALOBS No. _____ Amount: _____	

AO 5/16/02  
PO No. PO 17-459