


PURCHASE ORDER

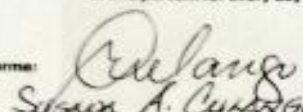
DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT

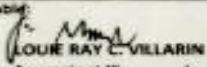
Supplier :		MAY GEN. MERCHANDISE		PO No.: KC-2018-0165	
Address :		E. Poblacion Poro, Cebu		Date : March 8, 2018 <i>Morales</i>	
Contact No.:		9213662357		Mode of Procurement: Shopping	
Gentlemen:		Please furnish this office the following articles subject to the terms and conditions contained herein:			
Place of Delivery:		PORO,CEBU		Delivery Term: upon actual conduct of scheduled of activity	
Date of Delivery		Payment Term: 30 days from delivery and final receipt of billing of activity			
Item No.	Qty.	Unit	Purchaser's Specifications	Unit Cost	Amount
			Food and Venue		
			I. Training Title		
			Monthly Cluster Technical Session Cebu Cluster 2		
			Venue: Within Poro,Cebu		
			Dates: Within March 2018 (once/month)		
34	PAX		Details: Buffet Lunch, Dinner, AM&PM Snacks	500.00	17,000.00
			Menu:		
			Buffet Lunch and Dinner: Rice, Soup, 3 main dishes (vegetables, fish, chicken and pork/beef). Dessert (preferably fruits) and natural juices		
			*AM&PM Snacks: Variation of Pasta, bread, native snacks and natural/foal juice such as calamansi, pandan, lemon grass, buko etc.		
			* NO SOFTDRINKS		
			*Others: Flowing Purified Drinking Water / No serving of cream dowsy fish		
			Requirement/inclusions:		
1	VENUE		*Conference Room Requirement:	2,000.00	2,000.00
			*Use of one (1) Function Room (7AM-9PM as the maximum) that can accommodate the indicated number of pax for the preliminaries. Availability of room for activity.		
			*Space Requirement: Conference Type. Provision of 2 tables for the registration and working table for secretariat and for the laptop/projector.		
			*Audio Requirement: Use of Sound system and at least 2 microphones/function hall.		
			*Other Requirements: Provision of Backdrop and Welcome streamers/Lobby posting. There has to be one stand-by waiter to assist the participants.		
			* Statement of Account must be released on the last day of the activity		

		Note: The renting facility must not offer short-term lodging services (e.g. Motel); must not be situated beside or across gambling establishments or casinos and others that may touch or cultural sensitivity like mortuaries or morgues and the like.		
				19,000.00
			3%	570.00
			2%	380.00
				950.00
		PR & RPQ# KC-2018-0165		
Total Amount in Words)		Write in thousand pesos only	Total (final pay)	18,050.00

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.

Very truly yours

MA. EVELYN B. MACAPOBRE, CESO III
 Director IV

Conforms:

Sergio A. Cruzado - 3/8/18
 (Signature over printed name)

Funds Available:

LOUIE RAY C. VILARIN
 Accountant III

Amount
 OR P