

PURCHASE ORDER

DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT
IBP Road, Constitution Hills, Quezon City

#192

Supplier	Westfield Residences Inc. (ICON Hotel)	PO No.	2018-03-0101
Address	60 Timog Ave., cor. Tomas Morato, Quezon City	Date	March 1, 2018
Tel. No.	0917-254966	Mode of Procurement	NP Lease of Venue
TIN	008-409-427-000		

Gentlemen:

EDR

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

Place of Delivery	ICON Hotel, Timog	Delivery Term	
Date of Delivery	Please see below details.	Payment Term	within 15-30 calendar days upon completion of supporting documents.

Stock / Property	Unit	Description	Quantity	Unit Amount	Amount
	pax	Board and Lodging for the conduct of Pantawid Pamilya Information System Business Process Review and Analysis (BPRA) Workshop (5 Batches) Preferred Venue : Quezon City Room Sharing : Triple/Twin Sharing Rooms (1 bed per pax) Type of Serving: Plated AM and PM Snacks with cold beverage/drink Managed Buffet : Breakfast, Lunch and Dinner (minimum of 3 viands: meat, vegetable and fish) with soup; dessert/fruits and cold drinks) Batch 1 Date of Activity: March 6-9, 2018 ✓ Check-in Date and Time : March 6, 2018, 02:00 P.M. Check-out Date and Time : March 9, 2018, 02:00 P.M. Schedule of Serving: March 6, 2018- Lunch, PM Snack and Dinner ✓ March 7-8, 2018 - Complete Meals which includes Breakfast, Lunch and Dinner, AM and PM Snacks ✓ March 9, 2018 - Breakfast and AM Snack ✓	15	P1,750.00	P78,750.00
	pax	Batch 2 Date of Activity : March 13-16, 2018 ✓ Check-in Date and Time : March 13, 2018, 02:00 P.M. Check-out Date and Time : March 16, 2018, 02:00 P.M. Schedule of Serving: March 13, 2018- Lunch, PM Snack and Dinner ✓ March 14-15, 2018 - Complete Meals which includes Breakfast, Lunch and Dinner, AM and PM Snacks ✓ March 16, 2018 - Breakfast and AM Snack ✓ page 1 of 3	20	P1,750.00	P105,000.00
Subtotal					P183,750.00

Total Amount in Words: _____

At least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for everyday of delay. Once the cumulative amount of liquidated damages reaches 10 percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other causes of action and remedies available under the circumstances.

The supplier/service provider is required to submit the billing statement within five (5) working days after the conduct of the activity.

Conforme: _____ Very truly yours,
Martyn C. Alata
 Signature Over Printed Name of Supplier
 Date: March 6, 2018

Fernando
FELINO O. CASTRO Y
 Signature over Printed Name of Authorized Official
 Officer In-Charge, ICTMS
 Designation

Fund Cluster: <u>STF - 200 (TD) - 1-1</u> Funds Available: <u>490,750.00</u> Signature: <i>Jubie Leah Mae S. Coles</i> Signature Over Printed Name of Chief Accountant/ Head of Accounting Division/Unit	ORS/BURS No. <u>02-101101-2018-03-01489</u> Date of the ORS/BURS: <u>3-5-18</u> Amount: <u>P498,750.00</u>
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Gentlemen:

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Stock / Property	Unit	Description	Quantity	Unit Amount	Amount
	pax	<i>subtotal amount from page 1 ---</i> Batch 3 Date of Activity: March 20-23, 2018 ✓ Check-in Date and Time : March 20, 2018, 02:00 P.M. Check-out Date and Time : March 23, 2018, 02:00 P.M. <u>Schedule of Serving:</u> March 20, 2018- Lunch, PM Snack and Dinner ✓ March 21-22, 2018 - Complete Meals which includes Breakfast, Lunch and Dinner, AM and PM Snacks ✓ March 23, 2018 - Breakfast and AM Snack ✓	20	P1,750.00	P183,750.00 P105,000.00
	pax	Batch 4 Date of Activity : April 3-6, 2018 ✓ Check-in Date and Time : April 3, 2018, 02:00 P.M. Check-out Date and Time : April 6, 2018, 02:00 P.M. <u>Schedule of Serving:</u> April 3, 2018- Lunch, PM Snack and Dinner ✓ April 4-5, 2018 - Complete Meals which includes Breakfast, Lunch and Dinner, AM and PM Snacks ✓ April 6, 2018 - Breakfast and AM Snack ✓	20	P1,750.00	P105,000.00
	pax	Batch 5 Date of Activity : April 10-13, 2018 ✓ Check-in Date and Time : April 10, 2018, 02:00 P.M. Check-out Date and Time : April 13, 2018, 02:00 P.M. <u>Schedule of Serving:</u> April 10, 2018- Lunch, PM Snack and Dinner ✓ April 11-12, 2018 - Complete Meals which includes Breakfast, Lunch and Dinner, AM and PM Snacks ✓ April 13, 2018 - Breakfast and AM Snack ✓	20	P1,750.00	P105,000.00
Total Amount in Words					P498,750.00

Four Hundred Ninety-Eight Thousand Seven Hundred Fifty Pesos

At least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for everyday of delay. Once the cumulative amount of liquidated damages reaches 10 percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other causes of action and remedies available under the circumstances.

The supplier/service provider is required to submit the billing statement within five (5) working days after the conduct of the activity.

Conforme:
marilyn Calata
Signature Over Printed Name of Supplier
March 6, 2018
Date

Very truly yours,
Felino O. Castro V
FELINO O. CASTRO V
Signature over Printed Name of Authorized Official
Officer in-Charge, ICTMS
Designation

Fund Cluster *STO - 2nd MD - 1-1*
Funds Available *498,750.00*

ORS/BURS No. *02-10101-2018-03-01409*
Date of the ORS/BURS: *3-5-18*
Amount *P498,750.00*

Jubie Leah Mae S. Coles
Signature Over Printed Name of Chief Accountant/
Head of Accounting Division/Unit

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		<p><i>subtotal amount from page 2---</i></p> <p>Inclusions for Batch 1-5</p> <p>Free flowing coffee/tea, purified drinking water during sessions</p> <p>Daily complimentary coffee and water for each pax per room</p> <p>Good sound system, at least 2-3 microphones (preferably wireless)</p> <p>Free use of internet access (excellent internet connection), electricity for laptop, LCD/LED projector, projection screen, flipchart, wide whiteboard with marker.</p> <p>Free use of other recreational amenities (swimming pool, gym, etc.)</p> <p>Free tarpaulin for welcoming guests with the name of the activity.</p> <p>With available function (wide space) room to accommodate the number of pax per batch and have no pillar that can block the view of participants during session.</p> <p>Has standby personnel who can accommodate/assist concern during session</p> <p style="text-align: center;">Charged to Current Appropriation PR No. 2018020302 AOQ No. 18 0080 NP LV</p> <p style="text-align: center;"><i>page 3 of 3</i></p>			P498,750.00
Total Amount in Words		<i>Four Hundred Ninety-Eight Thousand Seven Hundred Fifty Pesos Only,</i>			P498,750.00

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Conforme:

Very truly yours,

marilyn Calata

Signature Over Printed Name of Supplier

March 6, 2018

Date

Felino O. Castro V

Signature over Printed Name of Authorized Official

Officer in-Charge, ICTMS

Designation

Fund Cluster SD 2018-1-1

Funds Available 498,750.00

Jubie Mae S. Coles

Signature Over Printed Name of Chief Accountant/
Head of Accounting Division/Unit

ORS/BURS No. 02-101101-2018-03-01489

Date of the ORS/BURS: 2-5-18

Amount P498,750.00

