

PURCHASE ORDER

DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT

IBP Road, Constitution Hills, Quezon City

SP-2018-04-0004

Supplier :	CASA LETICIA (Rapaz Ventures, Inc.)	PO No. :	2018-03-0155
Address :	J. Camus Stree, Davao City	Date :	March 13, 2018
Tel. No. :	0917-701-9942 / 082-224-0501	Mode of Procurement :	NP - Lease of Venue
TIN :	004-745-168-0000		

Gentlemen:

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

Place of Activity:	J. Camus Stree, Davao City	Delivery Term:	
Date of Activity:	April 24-27, 2018	Payment Term:	Fifteen (15) to Thirty (30) days upon completion of supporting documents

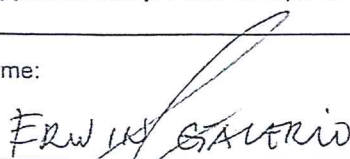
Stock / Property No.	Unit	Description	Quantity	Unit Amount	Amount
	pax	<p>Title of the Activity: Board and Lodging for the Conduct of Capacitating Grievance Managers on Data Visualization and Technical Writing Batch 4</p> <p>Minimum Guaranteed Pax: 59 participants</p> <p>Room Sharing: maximum of Triple Sharing</p> <p>Check-In Date & Time: April 24, 2018 (2:00pm check-in time)</p> <p>Check-Out Date & Time: April 27, 2018 (12:00nn check-out time)</p> <p>Menu Selection: Hotel to submit menu</p> <p>Type of Serving: Guided buffet for breakfast, lunch and dinner; Plated for AM and PM Snacks, minimum of 3 viands, with dessert and drinks.</p> <p>Schedule of Serving:</p> <p>April 24, 2018: Lunch, PM Snacks and Dinner</p> <p>April 25-26, 2018: Full Meal (Breakfast, AM Snack, Lunch, PM Snack, Dinner)</p> <p>April 27, 2018: Breakfast and AM Snacks</p> <p>Inclusions:</p> <p>Free use of function room that can accommodate the total number of participants;</p> <p>Should have no pillars that can block the view of the participants and speakers;</p> <p style="text-align: center;"><i>page 1 of 2</i></p>	74	1,700.00 (x 3 days)	377,400.00

(Total Amount in Words)	P
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In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) for every day of delay shall be imposed on the undelivered item/s.

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

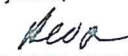
Conforme:



 Signature over Printed name of Supplier



 Date: April 5, 2018

Very truly yours,



 Signature over Printed Name of Authorized Official
 National Program Manager - 4Ps

 Designation

Fund Cluster: <u>001-310100-11</u> Funds Available: <u>377,400</u> <p style="text-align: center;">   WA. KARINEZ & NONONG JUBIE LEAH MAE S. COLES _____ Signature over Printed Name of Chief Accountant/ Head of Accounting Division/Unit </p>	ORS/BURS No.: <u>02-101101 (4Ps) 2018 06 0253</u> Date of the ORS/BURS: _____ Amount: <u>377,400</u>
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PURCHASE ORDER

DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT

IBP Road, Constitution Hills, Quezon City

SP 2018-01-0001

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Address :	J. Camus Stree, Davao City	Date :	March 13, 2018
Tel. No. :	0917-701-9942 / 082-224-0501	Mode of Procurement :	NP - Lease of Venue
TIN :	004-745-168-0000		

Gentlemen:

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Place of Activity:	J. Camus Stree, Davao City	Delivery Term:	
Date of Activity:	April 24-27, 2018	Payment Term:	Fifteen (15) to Thirty (30) days upon completion of supporting documents

Stock / Property No.	Unit	Description	Quantity	Unit Amount	Amount
		Free and strong WIFI connections; Sound proof and well-ventilated; With good sound system, at least 3 microphones and audio jack (with standby-by audio technician); Free use of projectors, whiteboard, markers, erasers, writing pads and pencils; Free tarpaulin and signages; Free flowing coffee/tea/water with hot and cold dispenser; Free candies and nuts during session; Individual bed per pax; Free 1 secretariat room. Note: o Hotel should not offer short -term lodging services, associated with motels and should not be situated beside or across gambling establishment shops, night club, funeral parlor, mortuaries and other similar ilks; o Hotel location should be appropriate for the conduct of professional discussion and conducive for productivity and creative thinking; o Hotel can provide the required number of rooms and should not transfer the participants to another hotel; o Service provider are strictly prohibited to deal any person involved in the activity for any changes/revision/addenda without prior consent/approval of the Procurement Service/Dir. Leonardo C. Reynoso, National Program Manager of Pantawid and Michael J. Mercado, Administrative Officer V of Administrative Support Division; o Complimentary bottled water per participants in the hotel room, toiletries, and provision of first aid kit as need arises. o Charges will be made based on minimum guaranteed participants or the actual attendance.			

References: AOQ No. 18-0101 NP-LV PR No. 2018-02-0327 Fund Source: Current Appro 4PS MOOE

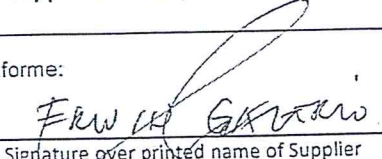
page 2 of 2

(Total Amount in Words)	THREE HUNDRED SEVENTY SEVEN THOUSAND FOUR HUNDRED PESOS	P	377,400.00
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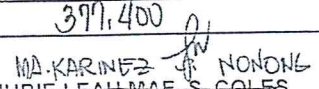
The supplier/service provider is required to submit the billing statement within five (5) working days after the conduct of the activity.

Conforme:


 Signature over printed name of Supplier
 Date: April 5, 2018

Very truly yours,


LEONARDO C. REYNOSO
 Signature over Printed Name of Authorized Official
 National Program Manager - 4Ps
 Designation

Fund Cluster: 001-310100-1-1
 Funds Available: 377,400

JUBIE LEAH MAE S. COLES
 Signature over Printed Name of Chief Accountant/
 Head of Accounting Division/Unit

ORS/BURS No.: 02-101101(475) 2018 03 025
 Date of the ORS/BURS:
 Amount: 377,400.00