

0-118-0430

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

SP2018-11-1009

Supplier :	ASIAN INSTITUTE OF MANAGEMENT (AIM CONFERENCE CENTER BAGUIO)	PO No. :	2018-03-0195
Address :	Camp John Hay, Baguio	Date :	March 22, 2018
Tel. No. :	0917-540-6623	Mode of Procurement :	NP - Lease of Venue
TIN :	000-436-390-000		

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

Place of Activity:	Camp John Hay, Baguio	Delivery Term:	
Date of Activity:	April 10-13, 2018	Payment Term:	Fifteen (15) to Thirty (30) days upon completion of supporting documents

Stock / Property No.	Unit	Description	Quantity	Unit Amount	Amount
	pax	Title of the Activity: Board and lodging for the conduct of Capacitating Grievance Managers on Data Visualization and Technical Writing Batch 3 Minimum Guaranteed Pax: 26 participants Room Sharing: maximum of Triple Sharing	41	1,800.00 (x 3 days)	221,400.00
	pax	Check-In Date & Time: April 10, 2018 (2:00pm check-in time)	41		
	pax	Check-Out Date & Time: April 13, 2018 (12:00nn check-out time)	41		
		Menu Selection: Hotel to submit menu Type of Serving: Guided buffet for breakfast, lunch and dinner; Plated for AM and PM Snacks, minimum of 3 viands, with dessert and drinks. Schedule of Serving:			
	pax	April 10, 2018: Lunch, PM Snacks and Dinner	41		
	pax	April 11-12, 2018: Breakfast, AM Snack, Lunch, PM Snack, Dinner	41		
	pax	April 13, 2018: Breakfast and AM Snack	41		
		Inclusions: Free use of function room that can accommodate the total number of participants; Should have no pillars that can block the view of the participants and speakers;			

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(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: Very truly yours,

GENARO DE CHAVEZ LEONARDO C. REYNOSO
 Signature over printed name of Supplier Signature over Printed Name of Authorized Official
4/5/18 National Program Manager - 4Ps
 Date Designation

Fund Cluster:	510100-1-1	ORS/BURS No.:	01-10101(4Ps)2018-04-0340
Funds Available:	221,400	Date of the ORS/BURS:	
	<u>MA. KARINEZ S. NONOIB</u> <u>JUBIE LEAH MAE S. COLES</u>	Amount	221,400
	Signature over Printed Name of Chief Accountant/ Head of Accounting Division/Unit		

PURCHASE ORDER

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

OBLIGATORY
DEPARTMENT

011

Supplier :	ASIAN INSTITUTE OF MANAGEMENT (AIM CONFERENCE CENTER BAGUIO)	PO No. :	2018-03-0195
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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. 18-0221 NP-LV PR No. 2018-02-0326 Fund Source: Current appro 4PS MOOE

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(Total Amount in Words)	TWO HUNDRED TWENTY ONE THOUSAND FOUR HUNDRED PESOS	P	221,400.00
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Conforme: <u>GELAW C. CHAVEZ</u> Signature over printed name of Supplier Date: <u>4/5/18</u>	Very truly yours, <u>LEONARDO C. REYNOSO</u> Signature over Printed Name of Authorized Official National Program Manager - 4Ps Designation
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Fund Cluster: <u>310100-1-1</u> Funds Available: <u>221,400</u>	ORS/BURS No.: <u>02-10110(4Ps)2018-04-01</u> Date of the ORS/BURS: _____ Amount: <u>221,400.00</u>
<u>JUBIE LEAH MAE. S. COLES</u> Signature over Printed Name of Chief Accountant/ Head of Accounting Division/Unit	