

PURCHASE ORDER

DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT

IBP Road, Constitution Hills, Quezon City

SPD 7018 - 04 - 002

Supplier :	THE LINDEN SUITES	PO No. :	2018-04-0239
Address :	Gabriel III Condominium, San Miguel Ave., Ortigas Center, San Antonio, Pasig City	Date :	April 4, 2018
Tel. No. :	638-7878 (Mr. Patrick Guzman)	Mode of Procurement :	NP - Lease of Venue
TIN :	005-035-641-000		

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

Place of Activity:	Gabriel III Condominium, San Miguel Ave., Ortigas Center, San Antonio, Pasig City	Delivery Term:	
Date of Activity:	April 9-14, 2018	Payment Term:	Fifteen (15) to Thirty (30) days upon completion of supporting documents

Stock / Property No.	Unit	Description	Quantity	Unit Amount	Amount
		Title of the Activity: Board and Lodging for the conduct of Reorientation on eBudget and eNGAS for DSWD Financial Management Personnel of Central and Field Offices			
		Total Number of Pax: 115 participants			
		Minimum Guaranteed Pax: 100 participants			
		Room Sharing: maximum of Triple Sharing w/ individual bed per pax			
	pax	Check-In Date and Time: April 9, 2018 (2:00pm check-in time)	70	1,800.00	630,000.00
	pax	Check-In Date and Time: April 10, 2018 (2:00pm check-in time)	45	1,800.00 (x 5 days)	243,000.00
	pax	Check-Out Date and Time: April 13, 2018 (12:00nn check-out time)	45	1,800.00 (x 3 days)	
	pax	Check-Out Date and Time: April 14, 2018 (12:00nn check-out time)	70		
		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 soup, dessert and drinks.			
		Schedule of Serving:			
	pax	April 9, 2018: Dinner	70		
	pax	April 10-13, 2018: Full Meal (Breakfast, AM Snack, Lunch, PM Snack, Dinner)	70		
	pax	April 14, 2018: Breakfast, AM Snack	70		
	pax	April 10-12, 2018: Full Meals (Breakfast, AM Snack, Lunch, PM Snack, Dinner)	45		
	pax	April 13, 2018: Breakfast, AM Snack, Lunch and PM Snack	45		

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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.

Conforms: Signature over printed name of Supplier 4-09-2018 Date	Very truly yours, Signature over Printed Name of Authorized Official Director - Financial Management Service Designation
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Fund Cluster: 310100-11	ORS/BURS No.: 02-10110(4P) 2018-04-0354
Funds Available: 879,000.00	Date of the ORS/BURS: _____
 Signature over Printed Name of Chief Accountant/ Head of Accounting Division/Unit	Amount: 879,000.00

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

THE 1. DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT
 OBLIGATION

Supplier :	THE LINDEN SUITES	PO No. :	2018-04-023
Address :	Gabriel III Condominium, San Miguel Ave., Ortigas Center, San Antonio, Pasig City	Date :	April 4, 2018
Tel. No. :	638-7878 (Mr. Patrick Guzman)	Mode of Procurement :	NP - Lease of Venue
TIN :	005-035-641-000		

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

Place of Activity:	Gabriel III Condominium, San Miguel Ave., Ortigas Center, San Antonio, Pasig City	Delivery Term:	
Date of Activity:	April 9-14, 2018	Payment Term:	Fifteen (15) to Thirty (30) days upon completion of supporting documents

Stock / Property No.	Unit	Description	Quantity	Unit Amount	Amount
		<p>Inclusions:</p> <ul style="list-style-type: none"> Free use of secretariat room; Free use of function room that can accommodate the total number of participants; Fully airconditioned, cable TV facilities, telephone line and intercom system; Free and strong WIFI connections; Free whiteboard with marker and eraser; Sound proof and well-ventilated; With good sound system, at least 3 microphones, registration area speaker and podium; Free use of projector with screen, pads and pencils and flipchart; Free candies and nuts during session; Free flowing coffee/tea/water with hot and cold dispenser; With free parking area. <p>Note:</p> <ul style="list-style-type: none"> The hotel should not be offering short term lodging associated with motels and should not be situated beside/across gambling establishment or casinos and other that may touch on cultural sensitivities and not near funeral. Charges will be made based on minimum guaranteed participants or the actual attendance. 			

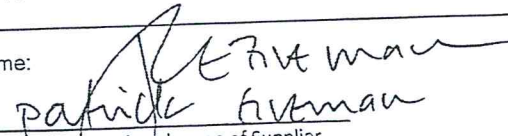
References: AOQ No. 18-0286 NP-LV PR No. 2018-03-0841 Fund Source: 2018 Appro 101 MOOE

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(Total Amount in Words)	EIGHT HUNDRED SEVENTY THREE THOUSAND PESOS	P	873,000.00
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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: 4/09/2018

Very truly yours,
 WAYNE C. BELIZAR
 Signature over Printed Name of Authorized Official
 Director - Financial Management Service
 Designation

Fund Cluster: 31010-1-1
 Funds Available: 873,000

ORS/BURS No.: 02-101101(42)2018-04-0354
 Date of the ORS/BURS: _____
 Amount: 873,000.00

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