

PURCHASE ORDER

DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT
 Batasan Pambansa Complex, Constitution Hills, Quezon City

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Supplier	GREENHILLS ELAN HOTEL MODERN (KGJ HOTEL AND RESORT MANAGEMENT CORP.)	PO No.	2018-04-0246
Address	#49 Annapolis St. San Juan, Metro Manila	Date	April 6, 2018
Tel. No.	09065877300 / 744-7878	Mode of Procurement	NP - Lease of Venue
PhilGEPS No.	2011-70274		
TIN:	000-899-599-000		

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

Place of Delivery:	GREENHILLS ELAN HOTEL MODERN	Delivery Term:	Please see details below
Date of Delivery	Please see details below	Payment Term:	Fifteen (15) to Thirty (30) days upon completion of supporting documents

Stock / Property No.	Unit	Description	Quantity	Unit Amount	Amount
1	lot	Title of the Activity: Board and Lodging for the conduct of Training of Trainers for the FRVA-IS Venue/Location: Metro Manila Date of the Activity: April 10-13, 2018; Three (3) nights Number of Pax: 58 pax Guaranteed No. of Live-In Participants: 58 pax Room Accommodation: Triple Sharing with individual bed/pax Schedule of Serving: April 10, 2018 - Lunch, PM Snack and Dinner April 11-12, 2018 - Complete Meal - Breakfast, AM Snack, Lunch, PM Snack and Dinner April 13, 2018 - Breakfast and AM Snack Check-In Date and Time: April 10, 2018, 2:00PM Check-Out Date and Time: April 13, 2018, 12:00NN Accomodation with complimentary breakfast Type of Serving: Plated: AM and PM Snacks with drinks Guided Buffet: Breakfast, Lunch and Dinner (minimum of 3 viands with soup, dessert and drinks) Availability of vegetarian/halal food (Supplier should submit sample menu) Inclusions: 1. Free usage of Function Room on April 10 from (1:00 to 5:00 PM); April 11-12 (8:00 AM to 7:00 PM); April 13 (8:00 AM to 12:00 PM) that can accommodate the total no. of participants with enough space 2. Lights should not be dim, and should have no pillars that can block the view of participants 3. Sound proofed and well-ventilated 4. With good sound system, at least three microphones and audio jack (with stand by audio technician) 5. Free use and access of strong WIFI connections 7. Free use of extension wires that can accommodate the total no. of pax 8. Free use of projector, three (3) white boards with markers and erasers, writing pads and pencils 9. Free flowing coffee and tea, hot and cold water, nuts and candies during session 10. Free welcome tarpaulin/streamer in the hotel lobby and function room	1	1,800.00 x 58 pax 104,400.00 3 days 313,200.00	313,200.00
	pax		58		
	pax		58		
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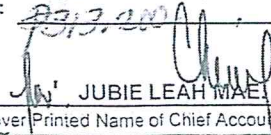
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(Total Amount in Words)	Three Hundred Thirteen Thousand Two Hundred Pesos Only	P	313,200.00
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In case of failure to make full delivery within the time specified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.

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

Conforms to:  _____ (Signature over printed name) 4/10/18 Date	Very truly yours,  RHODORA G. ALDAY OIC-Director IV, PDPE Agency Head/Authorized Representative
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Fund Cluster: <u>200000-1-1</u> Funds Available: <u>313,200</u>	ORS/BURS No.: <u>02-10101-2018-04-03020</u> Date of the ORS/BURS: <u>04-06-18</u> Amount: <u>313,200</u>
 _____ Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit	

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		<p><i>Carry Over</i></p> <p>Note: Hotel should not offer short term lodging services associated with motels, and should not be situated beside/across gambling establishment or casinos, strips clubs/adult entertainment shops, night clubs, funeral parlors, mortuaries and other similar ilks. Hotel location should be appropriate for the conduct of professional discussion and conducive for productivity and creative thinking. Hotel can provide the required number of rooms and should not transfer the participants to another hotel.</p> <p>xxxxxxxx-Nothing Follows-xxxxxxxx</p> <p>Charged to: PDPB Fund PR No. 2018020370 AOQ No. 18-0339 NP-Lease of Venue</p>			313,200.00

(Total Amount in Words) Three Hundred Thirteen Thousand Two Hundred Pesos Only P 313,200.00

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Conforme:

Mary Ann M. Oatis

(Signature over printed name)
4/10/18
Date

Very truly yours,

Rhodora G. Alday

RHODORA G. ALDAY
OIC-Director IV, PDPB
Agency Head/Authorized Representative

Fund Cluster: 200000-1-1
Funds Available: 313,200
Jubie Leah Mae S. Coles

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

ORS/BURS No.: 02-10/01-2018-DV-03020
Date of the ORS/BURS: 04-06-18
Amount: 313,200-