

PURCHASE ORDER

DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT

IBP Road, Constitution Hills, Quezon City

SPD 2018-011-1033

Supplier :	BUTUAN GRAND PALACE HOTEL	PO No. :	2018-05-0349
Address :	Capitol Drive Cor. Montalban St., Butuan City	Date :	May 3, 2018
Tel. No. :	(085) 815-5555	Mode of Procurement :	NP - Lease of Venue
TIN :	264-682-709-060		

Gentlemen:

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

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Place of Activity:	Capitol Drive Cor. Montalban St., Butuan City	Delivery Term:	
Date of Activity:	May 7-11, 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 Trainer's Training on Gender Sensitivity and GAD Perspective: Unlearning and Relearning GAD Concepts and Perspective Batch 3 Minimum Guaranteed Pax: 39 participants Room Sharing: Quad Sharing Check-In Date & Time: May 7, 2018 (2:00pm check-in time) Check-Out Date & Time: May 11, 2018 (12:00nn check-out time) Menu Selection: Hotel to submit menu Type of Serving: Plated serving for breakfast, lunch and dinner; Plated for AM and PM Snacks, minimum of 3 viands, with dessert and drinks. Schedule of Serving: May 7, 2018: Lunch, PM Snacks and Dinner May 8-10, 2018: Breakfast, AM Snack, Lunch, PM Snack, Dinner May 11, 2018: Breakfast and AM Snack 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; Free and strong WIFI connections Sound proof and well-ventilated	49	(Package Rate) (x 4 days)	352,800.00
	pax	May 7, 2018: Lunch, PM Snacks and Dinner	49		
	pax	May 8-10, 2018: Breakfast, AM Snack, Lunch, PM Snack, Dinner	49		
	pax	May 11, 2018: Breakfast and AM Snack	49		


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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:

 JR ARANZ CASAPAN
 Operations Manager
 Signature over printed name of Supplier
 Date: May 4, 2018

Very truly yours,

 LEONARDO C. REYNOSO
 Signature over Printed Name of Authorized Official
 Concurrent OIC, Office of the Asst. Secretary for Promotive - OPG and Director, Pantawid Pamilyang Pilipino Program Management Office
 Designation

Fund Cluster: 310100-1-1
 Funds Available: 352,800-
 MA. KARINEZ S. NONONG
 Signature over Printed Name of Chief Accountant/
 OIC-Chief, Special Project Division-Accounting FMS
 Head, Accounting Unit/ Authorized Representative

ORS/BURS No.: 02-101101(4PS)-2018-05-056
 Date of the ORS/BURS: 05/07/18
 Amount: 352,800-

PURCHASE ORDER

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

SPD 2018-05-1092

Supplier :	BUTUAN GRAND PALACE HOTEL	PO No. :	2018-05-0349
Address :	Capitol Drive Cor. Montalban St., Butuan City	Date :	May 3, 2018
Tel. No. :	(085) 815-5555	Mode of Procurement :	NP - Lease of Venue
TIN :	264-682-709-060		

Gentlemen:

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

Place of Activity:	Capitol Drive Cor. Montalban St., Butuan City	Delivery Term:	
Date of Activity:	May 7-11, 2018	Payment Term:	Fifteen (15) to Thirty (30) days upon completion of supporting documents

Stock / Property No.	Unit	Description	Quantity	Unit Amount	Amount
		With good sound system, at least 3 wireless microphones and audio jack (with standby audio technician) Free tarpaulin and signages Free flowing coffee/tea/water with hot and cold dispenser; Free 1 secretariat room Individual bed per pax; 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. 18-0450 NP-LV PR No. 2018-03-0643 Fund Source: Current Appro Pantawid MOOE

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(Total Amount in Words)	THREE HUNDRED FIFTY TWO THOUSAND EIGHT HUNDRED PESOS	P	352,800.00
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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:  JR ARAZ BASSAMA Operations Manager _____ Signature over printed name of Supplier May 4, 2018 _____ Date	Very truly yours,  LEONARDO C. REYNOSO _____ Signature over Printed Name of Authorized Official Concurrent OIC, Office of the Asst. Secretary for Promotive - OPG and Director, Pantawid Pamilyang Pilipino Program Mgt. Office _____ Designation
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Fund Cluster:	310100-1-1	ORS/BURS No.:	02-101101(4PS)-2018-05-0561
Funds Available:	352,800-	Date of the ORS/BURS:	05/07/2018
		Amount	352,800.00

MA. KARINEZ S. NONONG

 Signature over Printed Name of Chief Accountant/
 OIC-Chief, Special Project Division-Accounting FMS
 Head, Accounting Unit/ Authorized Representative