

PURCHASE ORDER

DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT

IBP Road, Constitution Hills, Quezón City

Supplier :	BALI VILLAGE HOTEL/ SM ES GUERRA HOTELS & RESTAURANT, INC.	PO No. :	2018-05-0429
Address :	Emilio Aguinaldo Hiway, Kaybagal South, Tagaytay City	Date :	May 21, 2018
Tel. No. :	(046) 483-5297	Mode of Procurement :	NP - Lease of Venue
TIN :	008-027-819-000		

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

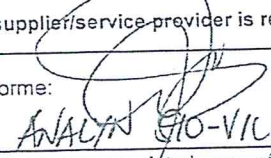
Place of Activity:	Emilio Aguinaldo Hiway, Kaybagal South, Tagaytay City	Delivery Term:	
Date of Activity:	May 22-25, 2018	Payment Term:	Fifteen (15) to Thirty (30) days upon completion of supporting documents

Stock / Property No.	Unit	Description	Quantity	Unit Amount	Amount
	pax	<p>Title of the Activity: Provision of Hotel Accommodation for Lease of Venue including meals for the conduct of Gender Sensitivity and GAD Perspective Training for the Untrained and Newly Hired Pantawid Staff</p> <p>Minimum Guaranteed Pax: 37 participants</p> <p>Room Sharing: maximum of Triple Sharing with individual beds per pax</p> <p>Check-In Date & Time: May 22, 2018 (2:00pm check-in time)</p> <p>Check-Out Date & Time: May 25, 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>May 22, 2018: Lunch, PM Snacks and Dinner</p> <p>May 23-24, 2018: Breakfast, AM Snack, Lunch, PM Snack, Dinner</p> <p>May 25, 2018: Breakfast and AM Snack</p> <p>Inclusions:</p> <p>Free use of airconditioned conference/ 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>Must have strong and stable internet connection in the rooms (Hotel and Function)</p> <p>Sound proof and well-ventilated</p> <p>Must provide audio-visual equipment such as LCD projector, Whiteboards, markers and erasers with good sound system, at least 3 wireless microphones and audio jacks, enough extension cords (with standby-by audio technician)</p> <p>Free Welcome Streamer in the hotel lobby and function room</p> <p>Free flowing coffee/tea/water with hot and cold dispenser</p> <p style="text-align: center;"><i>page 1 of 2</i></p>	47	1,750.00 (x 3 days)	246,750.00
	pax		47		
	pax		47		
	pax		47		


(Total Amount in Words) _____ P _____

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

MAY 22, 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 Management Office
Designation

Fund Cluster: 310100-1-1
Funds Available: 246,750

MA. KARINEZ S. NONONG
Signature over Printed Name of Chief Accountant/

ORS/BURS No.: 02-10101(AFC)-2018-05-0765
Date of the ORS/BURS: May 21, 2018
Amount: 246,750-

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

PURCHASE ORDER

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IBP Road, Constitution Hills, Quezon City

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Tel. No. :	(046) 483-5297	Mode of Procurement :	NP - Lease of Venue
TIN :	008-027-819-000		

Gentlemen:

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

Place of Activity:	Emilio Aguinaldo Hiway, Kaybagal South, Tagaytay City	Delivery Term:	
Date of Activity:	May 22-25, 2018	Payment Term:	Fifteen (15) to Thirty (30) days upon completion of supporting documents

Stock / Property No.	Unit	Description	Quantity	Unit Amount	Amount
		Free writing pads and pencils in function room			
		With Secretariat's Table and Chairs in function room			
		Room Amenities			
		Free 1 Secretariat Room			
		Complimentary bottled water per participants in the hotel room, toiletries, and provision of first aid kit as need arises.			
		Other Requirements			
		o Adequate Security (24/7)			
		o Must provide free parking at least five (5) slot			
		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;			
		Note:			
		o The End-user will submit the CONFIRMATION SLIP of the total confirmed pax 3 days before the activity			
		o Charges will be made based on minimum guaranteed participants or the actual attendance.			

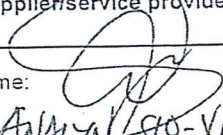
References: AOQ No. 18-0518 NP-LV PR No. 2018-04-1185 Fund Source: Current Appro 101 MOOE

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(Total Amount in Words)	TWO HUNDRED FORTY SIX THOUSAND SEVEN HUNDRED FIFTY PESOS	P	246,750.00
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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: 
ANALYN SIO-VILVA
 Signature over printed name of Supplier

MAY 22, 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

Fund Cluster: 310180-1-1
 Funds Available: 246,750-

ORS/BURS No.: 02-101101 (GRP) 2018-05-0765
 Date of the ORS/BURS: MAY 21, 2018
 Amount: 246,750.00

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

Signature over Printed Name of Chief Accountant/
MA. KARINEZ S. NONONG

