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

2018-06-0592

Supplier :	WESTFIELD RESIDENCES, INC. (ICON HOTEL - BACOLOD)	PO No. :	2018-06-0592
Address :	18 San Juan St., Brgy. 13, Bacolod City	Date :	June 27, 2018
Tel. No. :	Tel / CP Nos. (034) 704-2756 / 0936-912-1752	Mode of Procurement :	NP - Lease of Venue
TIN :	008-409-427-000		

Gentlemen:

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

Place of Activity:	18 San Juan St., Brgy. 13, Bacolod City	Delivery Term:	
Date of Activity:	July 2-6, 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 BDM Officers for Effective Roll-Out of BDMS Processes and Basic Data Management to SWAS Batch 1 Minimum Guaranteed Pax: 50 participants Room Sharing: Maximum of Triple sharing (individual beds per pax) Check-In Date & Time: July 2, 2018 (2:00pm check-in time) Check-Out Date & Time: July 6, 2018 (12:00nn check-out time) 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: July 2, 2018: Lunch, PM Snacks and Dinner July 3-5, 2018: Full Meals (Breakfast, AM Snack, Lunch, PM Snack, Dinner) July 6, 2018: Breakfast and AM Snacks Inclusions: Free use of function room that can accommodate the total number of participants; Free use of 3 break-out room on 4th day (July 5, 2018); Should have no pillars that can block the view of the participants and speakers; Free and strong WIFI connections; Sound proof and well-ventilated;	56	500.00 ( x 4 nights)	112,000.00
	pax	July 2, 2018: Lunch, PM Snacks and Dinner	56	800.00	44,800.00
	pax	July 3-5, 2018: Full Meals (Breakfast, AM Snack, Lunch, PM Snack, Dinner)	56	3,300.00	184,800.00
	pax	July 6, 2018: Breakfast and AM Snacks	56	300.00	16,800.00

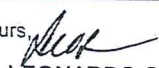
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(Total Amount in Words)		P
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In case of failure to make full delivery within the time specified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) 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 supplier/service provider is required to submit the billing statement within five (5) working days after the conduct of the activity.

Conforme:  
  
 M. KARINEZ S. NONONG  
 Signature over printed name of Supplier  
 Date: JULY 2, 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: 310100-17  
 Funds Available: 358,000  
 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 (APC) - 2018-06-118  
 Date of the ORS/BURS: 06-29-18  
 Amount: 358,400-

# PURCHASE ORDER

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

SPD 7011 - 06 - 0069

Supplier :	WESTFIELD RESIDENCES, INC. (ICON HOTEL - BACOLOD)	PO No. :	2018-06-0592
Address :	18 San Juan St., Brgy. 13, Bacolod City	Date :	June 27, 2018
Tel. No. :	Tel / CP Nos. (034) 704-2756 / 0935-912-1752	Mode of Procurement :	NP - Lease of Venue
TIN :	008-409-427-000		

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

Place of Activity:	18 San Juan St., Brgy. 13, Bacolod City	Delivery Term:	
Date of Activity:	July 2-6, 2018	Payment Term:	Fifteen (15) to Thirty (30) days upon completion of supporting documents

Stock / Property No.	Unit	Description	Quantity	Unit Amount	Amount
		<p>Must provide audio-visual equipment such as LCD projector, Whiteboards, markers and erasers, sound system with at least three (3) microphones and audio jacks, enough extension cords, (w/ standby audio technician);</p> <p>Free tarpaulin and signages;</p> <p>Free flowing coffee/tea/water with hot and cold dispenser, nuts and candies during session;</p> <p>Free writing pads and pencils in all function room;</p> <p>With Secretariat's Table and Chairs in function room;</p> <p>Free 1 Secretariat Room;</p> <p>Complimentary bottled water per participants in the hotel room replenished daily, toiletries, and provision of first aid kit as need arises;</p> <p>Adequate security (24/7).</p> <p>Note:</p> <ul style="list-style-type: none"> <li>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;</li> <li>o Hotel location should be appropriate for the conduct of professional discussion and conducive for productivity and creative thinking;</li> <li>o Hotel can provide the required number of rooms and should not transfer the participants to another hotel;</li> <li>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;</li> <li>o The End-user will submit the CONFIRMATION SLIP the indicated confirmed total pax shall be considered as the minimum guaranteed pax but not exceeding the total target;</li> <li>o Charges will be made based on minimum guaranteed participants or the actual attendance.</li> </ul>			

References: AOQ No. 18-0659 NP-LV      PR No. 2018-05-1535      Fund Source: Current Appro 101 MOOE

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(Total Amount in Words)	THREE HUNDRED FIFTY EIGHT THOUSAND FOUR HUNDRED PESOS	P	358,400.00
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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 supplier/service provider is required to submit the billing statement within five (5) working days after the conduct of the activity.

Conforme:

*[Signature]*  
Signature over Printed name of Supplier

July 2, 2018  
Date

Very truly yours, *[Signature]*  
**LEONARDO C. REYNOSO**  
Signature over Printed Name of Authorized Official  
Concurrent OIC, Office of the Asst. Secretary for Promotive OPG and Director, Pantawid Pamilyang Filipino Program Mgt. Office

*[Signature]*  
Designation

Fund Cluster: 31000-1-1

Funds Available: 358,400

*[Signature]*  
**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.: 02-10101 (APS) 2018-06-118

Date of the ORS/BURS: 06-29-18

Amount: 358,400.00