

PURCHASE ORDER

DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT

IBP Road, Constitution Hills, Quezon City

Supplier :	RICHMOND PLAZA CENTRE, INC. (Richmond Hotel Cebu)	PO No. :	2018-07-0694
Address :	F. Sotto Drive, Gorordo Avenue, Cebu City	Date :	July 11, 2018
Tel. No. :	(032)232-0361 / (032) 412-6808 / CP: 0906-2109206 (Ms. Mars P. Acenas-Neri, Operations Manager)	Mode of Procurement :	NP-Lease of Venue
Company TIN :	200-075-096-000		
PHILIGERS Reg. No. :	125600		

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

Place of Delivery/Service:	within Region VII - Cebu City, Richmond Hotel Cebu	Delivery Term:	
Date of Delivery/Service:	September 3 to 6, 2018	Payment Term:	within Fifteen to Thirty (15-30) days upon completion of supporting documents

Stock / Property No.	Unit	Description	Quantity	Unit Amount	Amount
	lot	Board and Lodging for the conduct of "Learning and Development Intervention on the Protocol on Handling of Complaints Against Social Welfare and Development Agencies" - Batch 3 Venue/Location: Within Region VII - Cebu City Date of Activity: September 3 to 6, 2018 Total Number of Pax: Forty-Four (44) pax Type of Room/ Bed Sharing: Triple Sharing in separate beds Check-In Date and Time: September 3, 2018 at 2:00 PM Check-Out Date and Time: September 6, 2018 at 12:00 PM Food Requirements and Type of Service: Breakfast, Lunch and Dinner: Guided Buffet with three (3) viands: Fish (STRICTLY NO CREAM DORY), vegetables and meat (beef or chicken) with rice, soup, fruits/desserts and alternate of softdrinks, iced tea or juice for drinks AM Snack and PM Snack: Set Plated with alternate of softdrinks, iced tea or juice for drinks NOTE: There are Muslim, Vegetarian and Adventist participants. Schedule of Food Servings: September 3, 2018 - Lunch, PM Snack and Dinner September 4, 2018 - Breakfast, AM Snack, Lunch, PM Snack and Dinner September 5, 2018 - Breakfast, AM Snack, Lunch, PM Snack and Dinner September 6, 2018 - Breakfast and AM Snack	1	1,200.00 per pax x 44 pax x 3 nights	158,400.00

(Total Amount in Words)	One Hundred Fifty-Eight Thousand Four Hundred Pesos.	P 158,400.00
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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: <u>Ms. MARS P. ACENAS-NERI</u> Signature over Printed Name of Supplier <u>JULY 25, 2018</u> Date	Very truly yours, <u>MARITES M. MARISTELA</u> Signature over Printed Name of Authorized Official Director, Standards Bureau Designation
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Fund Cluster: <u>3401001-1-1</u> Funds Available: <u>718,400.00</u> <u>JUBIE LEAH MAE S. COLES</u> Signature over Printed Name of Chief Accountant Head of Accounting Division/Unit	ORS/BURS No.: <u>02-101101-2018-07-05031</u> Date of the ORS/BURS: Amount: <u>718,400.00</u>
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657

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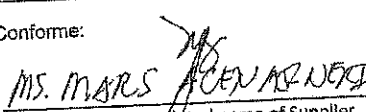

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Stock / Property No.	Unit	Description	Quantity	Unit Amount	Amount
		<p>Other Requirements:</p> <ul style="list-style-type: none"> Spacious Function Room that can accommodate at least 55 pax with Airconditioning Unit with STRONG WIFI Connection and conducive for session with small group workshop With Secretariat Room which will be used for the whole duration of activity With available First Aid Kit if and whenever needed Conference room and/or session hall must not have pillars at the center With backdrop inside the training venue and notepad and pens at the conference room Has standby personnel who will attend to needs like audio equipment concerns and food concerns Free use of function room till at least 9:00 PM <u>should there be night sessions needed and/or when needed only.</u> Free use of TV, DVD Player, LCD Screen (wide screen), extension cords, masking tapes, whiteboard and marker, Audio/Sound System with at least four (4) wireless microphones Unlimited Coffee, Tea, Mineral Water and Candies <p style="text-align: center;">x-x</p> <p>References: AOQ No. 18-0648 NP-LV; PR No. 2018051395</p>			
(Total Amount in Words)					P

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Conforme:  Signature over printed name of Supplier MS. MARS ACENAS-NERI Date: <u>JUL 12, 2018</u>	Very truly yours,  MARITES M. MARISTELA Signature over Printed Name of Authorized Official Director, Standards Bureau Designation
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Fund Cluster: <u>340100-1-1</u> Funds Available: <u>215,400</u>  JUBIE LEAH MAE S. COLES Signature over Printed Name of Chief Accountant/ Head of Accounting Division/Unit	ORS/BURS No.: <u>02-10111-2018-07-05031</u> Date of the ORS/BURS: _____ Amount: <u>718,400</u>
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