

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

Supplier :	RICHVILLE HOTEL	PO No. :	2018-07-0750
Address :	286 EDSA Crossing, Mandaluyong City	Date :	July 20, 2018
Tel. No. :	533-7080 loc 2112	Mode of Procurement :	NP - Lease of Venue
TIN :	002-805-593		

Gentlemen:

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

Place of Activity:	286 EDSA Crossing, Mandaluyong City	Delivery Term:	
Date of Activity:	July 23-28, 2018	Payment Term:	Fifteen (15) to Thirty (30) days upon completion of supporting documents

Stock / Property No.	Unit	Description	Quantity	Unit Amount	Amount
		Must provide audio-visual equipment such as LCD projector, whiteboards, markers and erasers, sound system, at least three (3) microphones and audio jacks, enough extension cords, (with standby-by audio technician); Free use of projectors, whiteboard, markers, erasers, writing pads and pencils; Free tarpaulin and signages; Free flowing coffee/tea/water with hot and cold water dispenser; Free writing pads, and pencils in all function room; With Secretariat's Table and Chairs in the function room; Free candies and nuts during session; Individual bed per pax; Free 1 secretarial room. 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 like; 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 to be replenished everyday, toiletries and provision of first aid kit as need arises; o Adequate security (24/7). 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. 18-0882 NP-LV PR No. 2018-07-2338 Fund Source: Current Appro 101 MOOE

(Total Amount in Words)	THREE HUNDRED FORTY TWO THOUSAND PESOS	P	342,000.00
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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:
 Danny M. Eligio
 Signature over printed name of Supplier

July 23, 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: 310100-17
 Funds Available: 342,000-
 ODRESSA T. VILLA CERAN
 Signature over Printed Name of Chief Accountant/
 OIC-Chief, Special Project Division-Accounting FMS
 Head, Accounting Unit/ Authorized Representative

ORS/BURS No.: 02-10110(4AC) -2018-07-1380
 Date of the ORS/BURS: 7-24-18
 Amount: 342,000.00

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

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Tel. No. :	533-7080 loc 2112	Mode of Procurement :	NP - Lease of Venue
TIN :	002-805-593		

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References: AOQ No. 18-0892 NP-LV PR No. 2018-07-2336 Fund Source: Current Appro 101 MOOE

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(Total Amount in Words)	THREE HUNDRED FORTY TWO THOUSAND PESOS	P	342,000.00
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Conforme:

Danny K. Eligio
Signature over printed name of Supplier

July 23, 2018
Date

Very truly yours,

Leonardo C. Reynoso
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:	310101-1
Funds Available:	342,000
	<i>Dessa I. Vilca Lapan</i> Signature over Printed Name of Chief Accountant/ OIC-Chief, Special Project Division-Accounting FMS Head, Accounting Unit/ Authorized Representative

ORS/BURS No.:	02-MH01 (APR)-WPK-271230
Date of the ORS/BURS:	July 24-8
Amount	342,000.00

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT		Fund :
Payee	RICHVILLE HOTEL	
Office		
286 EDSA Crossing, Mandaluyong City		