



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

Supplier :	MICROTEL BY WYNDHAM (DAVAO)	PO No. :	2018-07-0787
Address :	Anglongto Road, Damosa Gateway, Lanang, Davao City	Date :	July 27, 2018
Tel. No. :	082-233-2333 / 09177953548 (Ms. Grace Carillo)	Mode of Procurement :	NP - Lease of Venue
TIN :	000-074-418-003		

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

Place of Activity:	Anglongto Road, Damosa Gateway, Lanang, Davao City	Delivery Term:	
Date of Activity:	<del>July 30-August 3, 2018</del>	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 Mother Proposal on Skills Enhancement Trainings for the Integration of Community Organization in MCCT Pilot Areas Batch 1  Minimum Guaranteed Pax: 25 participants Room Sharing: Maximum of Triple sharing (individual beds per pax) Check-In Date & Time: July 30, 2018 (2:00pm check-in time) Check-Out Date & Time: August 3, 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:			
	pax	July 30, 2018: Lunch, PM Snacks and Dinner	29	1,750.00	50,750.00
	pax	July 31, 2018: Full Meal (Breakfast, AM Snack, Lunch, PM Snack, Dinner)	28	(x 1 day)	
	pax	July 31, 2018: Breakfast and AM Snack	1		
	pax	August 1 - 2, 2018: Full Meal (Breakfast, AM Snack, Lunch, PM Snack, Dinner)	28	1,750.00	147,000.00
	pax	August 3, 2018: Breakfast and AM Snacks	28	(x 3 days)	
		Conference Room and Equipment: Free use of air-conditioned conference/function room that can accommodate the total participants (1st day to last day) Should have no pillars that can block the view of participants; Sound proof and well-ventilated;			

*page 1 of 2*

(Total Amount in Words) \_\_\_\_\_ P \_\_\_\_\_

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.

Conforms: _____ Signature over printed name of Supplier  7/30/18 _____ Date	Very truly yours,  _____ LEONARDO G. 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
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Fund Cluster: <u>310100-17</u> Funds Available: <u>197,750.00</u>   _____ Signature over Printed Name of Chief Accountant/ OIC-Chief, Accountant -SPD	ORS/BURS No.: <u>02-10107 (APR) 2018-07-1275</u> Date of the ORS/BURS: <u>7-30-18</u> Amount: <u>197,750.00</u>
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## OBLIGATION REQUEST AND STATUS

Fund :

Date :

No. :

07/30/18

02-10101 (4Ps) 2018-07-1275

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

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TIN :	000-074-418-003		

Gentlemen:

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

Place of Activity:	Angliongto Road, Damosa Gateway, Lanang, Davao City	Delivery Term:	
Date of Activity:	July 30-August 3, 2018	Payment Term:	Fifteen (15) to Thirty (30) days upon completion of supporting documents

Stock / Property No.	Unit	Description	Quantity	Unit Amount	Amount
		<p>Free Welcome streamer;</p> <p>Free flowing coffee/tea/water with hot and cold water dispenser, nuts candies during session</p> <p>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);</p> <p>Free writing pads, and pencils in all function room;</p> <p>Room Amenities:</p> <p>Free 1 secretariat room.</p> <p>Complimentary mineral bottled water replenished daily, toiletries, and provision of first aid kit as need arises.</p> <p>Other Requirements:</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 likes;</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 of the total confirmed pax 3 days before the activity;</li> <li>o Charges will be made based on minimum guaranteed participants or the actual attendance.</li> </ul>			

References: AQO No. 18-0933 NP-LV

PR No. 2018-07-2356

Fund Source: Current Appro 101 MOOE

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(Total Amount in Words)	ONE HUNDRED NINETY SEVEN THOUSAND SEVEN HUNDRED FIFTY PESOS.	P	197,750.00
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Conforme:

Signature over printed name of Supplier

7/30/18

Date

Very truly yours,

LEONARDO C. REYNOSO

Signature over Printed Name of Authorized Official

Concurrent OIC, Office of the Asst. Secretary for Promotive - OPD and Director, Pantawid Pamilyang Pilipino Program Mgt. Office

Designation

Fund Cluster:	210118-1-1
Funds Available:	197,750.-
	ODESSA T. VILLACERAN
	Signature over Printed Name of Chief Accountant/ OIC, Chief, Accountant -SPD

ORS/BURS No.:	02-10101 (4Ps)-2018-07-1275
Date of the ORS/BURS:	7-30-18
Amount	197,750.00