

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

Supplier :	THE LINDEN SUITES	PO No. :	2018-09-1127
Address :	Gabriel III Condominium, San Miguel Ave., Ortigas Center, San Antonio, Pasig City	Date :	September 28, 2018
Tel. No. :	638-7878 (Mr. Patrick Guzman)	Mode of Procurement :	NP - Lease of Venue
TIN :	005-035-641-000		

Gentlemen: LD

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

Place of Activity:	Gabriel III Condominium, San Miguel Ave., Ortigas Center, San Antonio, Pasig City	Delivery Term:	
Date of Activity:	October 8-11, 2018	Payment Term:	Fifteen (15) to Thirty (30) days upon completion of supporting documents

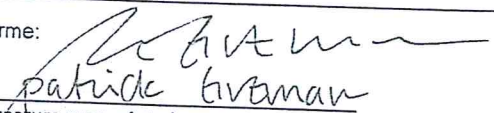
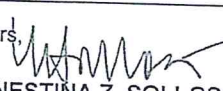
Stock / Property No.	Unit	Description	Quantity	Unit Amount	Amount
	pax	Provision of Hotel Accomodation for Lease of Venue including meals for the conduct of Consultation Writeshop on the Enhancement of Compliance Verification System Field Manual Minimum Guaranteed Pax: 80 participants Room Sharing: maximum of Triple Sharing with individual beds per pax Check-in Time : 02:00 P.M. (First Day) Check-out Time : 12:00 NOON (Last Day) Type of Serving: Guided Buffet, minimum of three (3) viands, with dessert and drinks, plated AM and PM Snacks. Schedule of Serving: October 8, 2018 - Lunch, PM Snack and Dinner October 9-10, 2018 - Full Meal October 11, 2018 - Breakfast and AM Snack Note: Must have strong and stable internet connection in the rooms (hotel, function) 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 Free use of 3 breakout rooms on 2nd and 3rd day Free Welcome streamer Free flowing coffee/tea/water with hot and cold water dispenser, nuts, candies during session.	88	1,780.00 ( x 3 days)	469,920.00

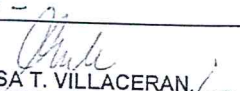
page 1 of 2

(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:  Signature over printed name of Supplier Date: 10/05/2018	Very truly yours,  ERNESTINA Z. SOLLOSO Signature over Printed Name of Authorized Official Director III - 4Ps NPMO SO No. 3130, S2018
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Fund Cluster: 310100-1-1 Funds Available: 469,920 -  ODESSA T. VILLACERAN, Signature over Printed Name of Chief Accountant/ OIC-Chief, Accountant - SPD	ORS/BURS No.: 01-101101(412)-2018-10-017-608 Date of the ORS/BURS: 10-05-2018 Amount: 469,920 -
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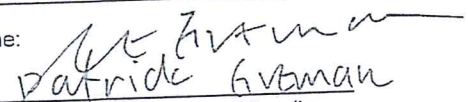
Stock / Property No.	Unit	Description	Quantity	Unit Amount	Amount
		Must provide audio-visual equipment such as LCD Projector, whiteboards, markers and erasers, sound system with at least three (3) microphones and audio jacks, enough extension cords (with standby audio technician) Free writing pads and pencils in all function room. With Secretariat's Table and Chairs in the function room. Room Amenities: Complimentary mineral bottled water replenished daily, toiletries and provision of first aid kit as need arises Other Requirements: Adequate security (24/7) Note: <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> </ul> Note: 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.			

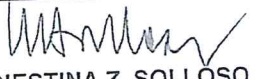
References: AOQ No. 18-1165 NP-LV      PR No. 2018-07-2493      Fund Source: Current Appro 101 MOOE  
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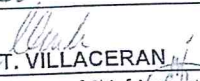
(Total Amount in Words)	FOUR HUNDRED SIXTY NINE THOUSAND NINE HUNDRED TWENTY PESOS	P	469,920.00
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Conforme:   
Signature over printed name of Supplier  
10/05/2018  
Date

Very truly yours,   
**ERNESTINA Z. SOLLOSO**  
Signature over Printed Name of Authorized Official  
Director III - 4Ps NPMO  
SO No. 3130, S2018  
Designation

Fund Cluster: 310100-1-1  
Funds Available: 469,920-  
  
**ODESSA T. VILLACERAN**  
Signature over Printed Name of Chief Accountant/  
OIC-Chief, Accountant - SPD

ORS/BURS No.: 01-101101 (APR) -2018-10-07608  
Date of the ORS/BURS: 10-05-2018  
Amount: 469,920.00