

# PURCHASE ORDER

## DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT

IBP Road, Constitution Hills, Quezon City

Supplier :	WEST AVENUE PROPERTY MANAGEMENT INC. (WEST AVENUE SUITES)	PO No. :	2018-08-0938
Address :	West Avenue , Quezon City	Date :	August 24, 2018
Tel. No. :	09279589965 (Mr. Edison)	Mode of Procurement :	NP - Lease of Venue
TIN :	009-222-151		

Gentlemen:

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

Place of Activity:	West Avenue , Quezon City	Delivery Term:	
Date of Activity:	September 5-7, 2018 September 19-21, 2018 September 25-28, 2018 October 3-5, 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: Provision of Hotel Accommodation for Lease of Venue including meals for the conduct of Training on Development of Learning Needs Assessment and Design Formulation Number of Pax: 55 participants (each batch) Minimum Guaranteed Pax: 49 participants Room Sharing: Maximum of Triple sharing (individual beds per pax) Check-In Date & Time: 02:00 P.M. (First Day) Check-Out Date & 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:			
	pax	September 5, 2018 - Lunch, PM Snack and Dinner	55	1,795.00	197,450.00
	pax	September 6, 2018 - Full Meal	55	( x 2 days)	
	pax	September 7, 2018 - Breakfast and AM Snack	55		
		September 19, 2018 - Lunch, PM Snack and Dinner	55	1,795.00	197,450.00
		September 20, 2018 - Full Meal	55	( x 2 days)	
		September 21, 2018 - Breakfast and AM Snack	55		

page 1 of 3

(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

Very truly yours,

  
LEONARDO C. REYNOSO

\_\_\_\_\_  
Signature over Printed Name of Authorized Official

Concurrent OIC, Office of the Asst., Secretary for Promotive - OPG & Director, Pantawid Pamilyang Pilipino Program Management Office

Designation


Fund Cluster: 310100-17

Funds Available: 888,525-

ORS/BURS No.: 02-107101 (APS) 2018-09-1577

Date of the ORS/BURS: 09/15/18

Amount: 888,525-

  
ODESSA T. VILLACERAN

\_\_\_\_\_  
Signature over Printed Name of Chief Accountant/

OIC-Chief, Accountant - SPD

# PURCHASE ORDER

## DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT

IBP Road, Constitution Hills, Quezon City

Supplier :	WEST AVENUE PROPERTY MANAGEMENT INC. (WEST AVENUE SUITES)	PO No. :	<b>2018-08-0938</b>
Address :	West Avenue , Quezon City	Date :	August 24, 2018
Tel. No. :	09279589965 (Mr. Edison)	Mode of Procurement :	NP - Lease of Venue
TIN :	009-222-151		

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Stock / Property No.	Unit	Description	Quantity	Unit Amount	Amount
		September 25, 2018 - Lunch, PM Snack and Dinner	55	1,795.00	296,175.00
		September 26-27, 2018 - Full Meal	55	( x 3 days)	
		September 28, 2018 - Breakfast and AM Snack	55		
		October 3, 2018 - Lunch, PM Snack and Dinner	55	1,795.00	197,450.00
		October 4, 2018 - Full Meal	55	( x 2 days)	
		October 5, 2018 - Breakfast and AM Snack	55		
		Note: Must have strong and stable internet connection in the rooms (hotel, function)			
		<b>Conference Room and Equipment:</b>			
		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 Welcome streamer			
		Free flowing coffee/tea/water with hot and cold water dispenser, nuts, candies during session.			
		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)			

page 2 of 3

(Total Amount in Words)

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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

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 & Director, Pantawid Pamilyang Pilipino Program Management Office

\_\_\_\_\_  
Designation

Fund Cluster: 30150-1-1

Funds Available: 888,525-

*Odessa T. Villaceran*  
**ODESSA T. VILLACERAN**

\_\_\_\_\_  
Signature over Printed Name of Chief Accountant/

OIC-Chief Accountant - SPD

ORS/BURS No.: 02-101107 (400)-2018-09-1577

Date of the ORS/BURS: 09/15/18

Amount: 888,525-

# PURCHASE ORDER

DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT

IBP Road, Constitution Hills, Quezon City

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Stock / Property No.	Unit	Description	Quantity	Unit Amount	Amount
		Free writing pads and pencils in all function room. With Secretariat's Table and Chairs in the function room. Room Amenities: Free one (1) secretariat room Complimentary mineral bottled water replenished daily, toiletries and provision of first aid kit as need arises. Other Requirements: Adequate security (24/7) Hotel location should be appropriate for the conduct of professional discussion and conducive for productivity and creative thinking. Hotel can provide the required number of rooms and should not transfer the participants to another hotel. 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 Mercado, Administrative Officer V of Administrative Support Division. 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. 18-1129 NP-LV      PR No. 2018-07-2435      Fund Source: Current Appro 101 Pantawid MOOE page 3 of 3					

(Total Amount in Words)	EIGHT HUNDRED EIGHTY EIGHT THOUSAND FIVE HUNDRED TWENTY FIVE PESOS	P	888,525.00
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Conforme:

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Signature over printed name of Supplier

\_\_\_\_\_  
Date

Very truly yours,

  
LEONARDO C. REYNOSO

Signature over Printed Name of Authorized Official

Concurrent OIC, Office of the Asst., Secretary for Promotive - OPG & Director, Pantawid Pamilyang Pilipino Program Management Office

\_\_\_\_\_  
Designation

Fund Cluster: 310100-1-1

Funds Available: 888,525-

  
ODESSA T. VILLACERAN

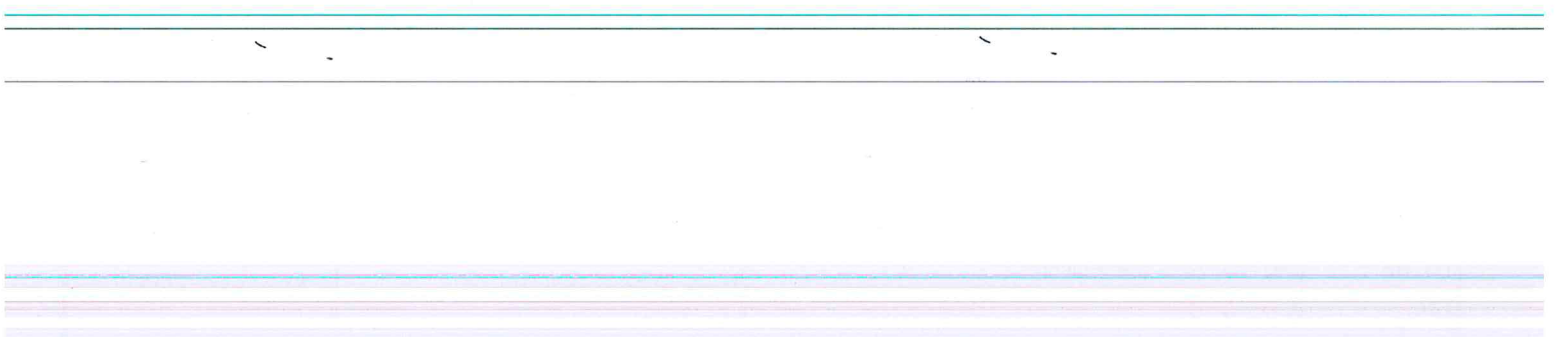
Signature over Printed Name of Chief Accountant/

OIC-Chief, Accountant - SPD

ORS/BURS No.: 02-101101 (4PS) - 2018-09-1577

Date of the ORS/BURS: 09/15/18

Amount: 888,525-



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