

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

Supplier :	GEMS HOTEL AND CONFERENCE CENTER	PO No. :	2018-08-0967
Address :	Antipolo City	Date :	August 30, 2018
Tel. No. :	781-4706, 09999206356, 09163174278 (Ms. Annabelle)	Mode of Procurement :	NP - Lease of Venue
TIN :	002-143-140-000		

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

Place of Activity:	Antipolo City	Delivery Term:	
Date of Activity:	September 4-7, 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 for Lease of Venue including meals for the conduct of Workshop on Empowering Grievance Managers A Roll-Out of Enhanced GRS Procedural Guidelines, Batch 2 Minimum Guaranteed Pax: 125 participants Room Sharing : Maximum of Triple Sharing with Individual beds per pax Check-In Date & Time: September 4, 2018 (2:00pm check-in time) Check-Out Date & Time: September 7, 2018 (12:00nn check-out time) Type of Serving: Guided Buffet, minimum of three (3) viands, with dessert and drinks, plated AM and PM Snacks. Schedule of Serving: pax September 4, 2018: Lunch, PM Snacks and Dinner pax September 5-6, 2018: Breakfast, AM Snack, Lunch, PM Snack, Dinner pax September 7, 2018: Breakfast and AM Snack Conference Room and Equipment: Must have strong and stable internet connection in the rooms (Hotel, function); Free use of air-conditioned conference/function room that can accommodate the total participants (1st day to last day) Can provide 3 breakaway rooms on 2nd and 3rd 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;	133	1,650.00 (x 3 days)	658,350.00
(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

Very truly yours,

 DIR. ERNESTINA Z. SOLLOSO
 Signature over Printed Name of Authorized Official


OIC - National Program Manager
 SO No. 3130, S2018

Sept. 4, 2018
 Date

Designation

Fund Cluster: 3000-1-1
 Funds Available: 658,350-

ORS/BURS No.: 02-05191(400) 2018 09-1580
 Date of the ORS/BURS: 09/6/18
 Amount: 658,350-


 ODESSA T. VILLACERAN
 Signature over Printed Name of Chief Accountant/
 OIC/Chief Accountant -SPD

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		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 writing pads, and pencils in all function room; With Secretariat's Table and Chairs in function room Room Amenities: Free 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) 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; 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; 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.			

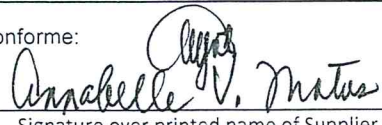
References: AOQ No. 18-1163 NP-LV PR No. 2018-07-2427 Fund Source: Current Appr 101 MOOE

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(Total Amount in Words)	SIX HUNDRED FIFTY EIGHT THOUSAND THREE HUNDRED FIFTY PESOS	P	658,350.00
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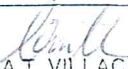
The supplier/service provider is required to submit the billing statement within five (5) working days after the conduct of the activity.

Conforme:

 Annabelle V. Matus
 Signature over printed name of Supplier

 Sept. 4, 2018
 Date

Very truly yours,

 DIR. ERNESTINA Z. SOLLOSO
 Signature over Printed Name of Authorized Official
 OIC - National Program Manager
 SO No. 3130, S2018

 Designation

Fund Cluster: 370100-1-1
 Funds Available: 658,350 -

 ODESSA T. VILLACERAN
 Signature over Printed Name of Chief Accountant/
 OIC-Chief Accountant - SPD

ORS/BURS No.: 02-101101(4A)-2018-09-1580
 Date of the ORS/BURS: 09/6/18
 Amount: 658,350.00