

# PURCHASE ORDER

DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT

IBP Road, Constitution Hills, Quezon City

Supplier :	SILIMAN UNIVERSITY	PO No. :	2018-08-0979
Address :	Hibbard Avenue, Dumaguete City	Date :	August 31, 2018
Tel. No. :	0936-471-4673 (Ms. Michelle Naranjo)	Made of Procurement :	NP - Lease of Venue
TIN :	000-270-500-000		

Gentlemen:

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

Place of Activity:	Hibbard Avenue, Dumaguete City	Delivery Term:	
Date of Activity:	Batch 1: September 3-7, 2018 (5 days and 4 nights) Batch 2: November 6-10, 2018 (5 days and 4 nights) Batch 3: December 6-8, 2018 (3 days and 2 nights)	Payment Term:	Fifteen (15) to Thirty (30) days upon completion of supporting documents

Stock / Property No.	Unit	Description	Quantity	Unit Amount	Amount
		<b>Title of the Activity: Board and Lodging for the conduct of Leadership for Convergence Program II (Visayas Cluster)</b> <del>Minimum Guaranteed Number of Pax: 140 participants</del> Type of Serving: Guided Buffet: Breakfast, Lunch and Dinner: minimum of three (3) viands; fish, vegetables and meat with rice, soup, fruits/dessert and drinks. Plated AM and PM snacks with cold drinks. Batch 1: September 3-7, 2018 (5 days and 4 nights) Check In Date/Time: September 3, 2018 / 2:00PM Check Out Date/Time: September 7, 2018 / 12:00 NN Schedule of Food Serving:			
	pax	September 3, 2018: Lunch, PM Snacks and Dinner	64	1,200.00	307,200.00
	pax	September 4-6, 2018: Full Meal (Breakfast, AM Snack, Lunch, PM Snack, Dinner)	64	( x 4 days)	
	pax	September 7, 2018: Breakfast and AM Snack	64		
		Batch 2: November 6-10, 2018 Check In Date/Time: November 6, 2018 / 2:00PM Check Out Date/Time: November 10, 2018 / 12:00 NN Schedule of Food Serving:			
	pax	November 6, 2018: Lunch, PM Snacks and Dinner	64	1,200.00	307,200.00
	pax	November 7-9, 2018: Full Meal (Breakfast, AM Snack, Lunch, PM Snack, Dinner)	64	( x 4 days)	
	pax	November 10, 2018: Breakfast and AM Snack	64		

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(Total Amount in Words)

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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:

  
MICHELLE A. NARANJO  
 Signature over printed name of Supplier  
9/3/2018  
 Date

Very truly yours,

  
MARIA LOURDES TURALDE-JARABE  
 Signature over Printed Name of Authorized Official  
 Undersecretary OPG-Promotive Programs  
 Designation

Fund Cluster: 20000010000/000  
 Funds Available: 2768,000.00  
  
JUBIE LEAH MAE S. COLES  
 Signature over Printed Name of Chief Accountant/  
 Head of Accounting Division/Unit 9/10

ORS/BURS No.: 02-104153-2018-09-10903  
 Date of the ORS/BURS: 9-7-18  
 Amount: 2768,000.00

# PURCHASE ORDER

DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT

IBP Road, Constitution Hills, Quezon City

# 890

2018-08-0979

**PURCHASE ORDER**

DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT

1BF Road, Constitution Hills, Quezon City

# 890

Supplier: SILIMAN UNIVERSITY

PO No.: Kevin J. Jovellanos

2018-08-0979

Address: Hibbard Avenue, Dumaguete City

Date: 08/31/2018

August 31, 2018

Tel. No.: 0936-471-4673 (Ms. Michelle Naranjo)

Mode of Procurement: NP - Lease of Venue

TIN: 000-270-500-000

Gentlemen:

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

Place of Activity: Hibbard Avenue, Dumaguete City

Delivery Term:

Date of Activity:

Payment Term: Fifteen (15) to Thirty (30) days upon completion of supporting documents

Stock / Property No.

Unit

pac

pac

pac

Module (Batch) 3: December 6-8, 2018

Check In Date/Time: December 6, 2018 / 2:00 PM

Check Out Date/Time: December 8, 2018 / 12:00 NN

Schedule of Food Serving:

December 6, 2018: Lunch, PM Snack and Dinner

December 7, 2018: Breakfast, AM Snack, Lunch, PM Snack and Dinner

December 8, 2018: Breakfast and AM Snack

Note: HOTEL TO SUBMIT MENU

INCCLUSIONS:

1. Free use of adequate function room which have high ceiling and no pillars that can block the view of participants and facilitator;

2. With good sound system and atleast (3) microphones: 2 wireless and 1 with wire) stand and audio jack with standby audio technician;

3. Free one (1) additional room for Secretariat with no provision of food which will be used 1 day before the activity until the last day of the activity for each batch;

4. Free flowing coffee, tea, water, nuts and candies during session;

5. Free use of whiteboard with eraser, whiteboard marker and free writing pads and pencils replenished daily;

6. With strong WIFI or internet connection (rooms and function room);

7. Free use of LCD projector and wide screen;

8. Complete bathroom toiletries (towel, soap, shampoo, toothbrush, toothpaste and tissue);

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(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

Fund Cluster:

Funds Available:

Signature over Printed Name of Chief Accountant/ Head of Accounting Division/Unit

Amount

ORs/BURS No.:

Date of the ORs/BURS:

Amount

Designation

Signature over Printed Name of Authorized Official

Undersecretary OPG-Promotive Programs

Very truly yours,

MARIA LOURDES TURALDE-JARABE

Signature over Printed Name of Chief Accountant/ Head of Accounting Division/Unit

JUBIE LEAH MAE S. COLES

Amount

Signature over Printed Name of Chief Accountant/ Head of Accounting Division/Unit

JUBIE LEAH MAE S. COLES

Amount

# PURCHASE ORDER

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

# 890

Supplier :	SILIMAN UNIVERSITY	PO No. :	2018-08-0979
Address :	Hibbard Avenue, Dumaguete City	Date :	August 31, 2018
Tel. No. :	0936-471-4673 (Ms. Michelle Naranjo)	Mode of Procurement :	NP - Lease of Venue
TIN :	000-270-500-000		

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

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Date of Activity:	Batch 1: September 3-7, 2018 (5 days and 4 nights) Batch 2: November 6-10, 2018 (5 days and 4 nights) Batch 3: December 6-8, 2018 (3 days and 2 nights)	Payment Term:	Fifteen (15) to Thirty (30) days upon completion of supporting documents

Stock / Property No.	Unit	Description	Quantity	Unit Amount	Amount
		9. With enough sockets and/or extension cords; 10. Has stand-by personnel who can assist/accommodate the concerns of participants during session; 11. Free use of two (2) break-out rooms that can accommodate fifty (50) persons (each room).  Note: 1. The venue should not offer short-term lodging services associated with meals, should not be situated besides or across gambling establishment or casinos and other that may touch on cultural sensitivities like mortuaries or morgues and other similar ilk. 2. The Service Provider shall be paid after the activity per batch.			



References: AOQ No. 18-1192 NP-LV      PR No. 2018-07-2403      Fund Source: CY 2018 DFAT-SARO 502

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(Total Amount in Words)	SEVEN HUNDRED SIXTY EIGHT THOUSAND PESOS	P	768,000.00
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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:  MICHELLE A. NARANJO Signature over printed name of Supplier 9/3/2018 Date	Very truly yours,  MARIA LOURDES TURALDE-JARABE Signature over Printed Name of Authorized Official Undersecretary OPG-Promotive Programs Designation
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Fund Cluster: <u>200000100004000</u> Funds Available: <u>768,000.00</u>  for: JUBIE LEAH MAE S. COLES Signature over Printed Name of Chief Accountant/ Head of Accounting Division/Unit <u>9/3/18</u>	ORS/BURS No.: <u>02-104153-2018-09-10902</u> Date of the ORS/BURS: <u>9-7-18</u> Amount: <u>768,000.00</u>
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<b>OBLIGATION REQUEST AND STATUS</b>	No. : <u>02-104153-2018-09 10902</u> Date: <u>9/7/18</u>
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