

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

Supplier :	CHALET BAGUIO	PO No. :	2018-09-1070
Address :	Upper Military Cut-Off Rd., Baguio City	Date :	September 20, 2018
Tel. No. :	Tel 0925-544-4420 / 846-1707 (Ms. Jheny)	Mode of Procurement :	NP - Lease of Venue
TIN :	298-418-723-003		

Gentlemen:

Please furnish this office the following articles <sup>LD</sup> subject to the terms and conditions contained herein:

Place of Activity:	Upper Military Cut-Off Rd., Baguio City	Delivery Term:	
Date of Activity:	October 16-19, 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 Public Service and Accountability Training for Pantawid Administrative Personnel No. of Guaranteed Pax : 59 pax			
		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 16, 2018 - Lunch, PM Snack and Dinner October 17-18, 2018 - Full Meal October 19, 2018 - Breakfast and AM Snack <i>Note: Must have strong and stable internet connection in the rooms (hotel, function)</i> 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 Welcome streamer Free flowing coffee/tea/water with hot and cold water dispenser, nuts, candies during session.	66	600.00 ( x 3 nights)	118,800.00
			66	750.00	49,500.00
			66	1,100.00	145,200.00
			66	350.00	23,100.00

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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: EBG  
Emily B. Cardiel  
 Signature over printed name of Supplier  
10/11/18  
 Date

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

Fund Cluster: 310100-11  
 Funds Available: 326,600-  
ODESSA T. VILLACERAN  
 Signature over Printed Name of Chief Accountant/  
 OIC-Chief Accountant - Special Project Division

ORS/BURS No.: 01-10101(ARC)-2016-10-017-609  
 Date of the ORS/BURS: 10/05/18  
 Amount: 326,600-

OBLIGATION  
DEPARTMENT OF SC

## PURCHASE ORDER

DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT

IBP Road, Constitution Hills, Quezon City

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Address :	Upper Military Cut-Off Rd., Baguio City	Date :	September 20, 2018
Tel. No. :	Tel 0925-544-4420 / 846-1707 (Ms. Jheny)	Mode of Procurement :	NP - Lease of Venue
TIN :	298-418-723-003		

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Date of Activity:	October 16-19, 2018	Payment Term:	Fifteen (15) to Thirty (30) days upon completion of supporting documents

Stock / Property No.	Unit	Description	Quantity	Unit Amount	Amount
		<p>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)</p> <p>Free writing pads and pencils in all function room.</p> <p>With Secretariat's Table and Chairs in the function room.</p> <p>Room Amenities:</p> <p>FREE 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>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 parlors, mortuaries, morgues, and other of similar ilks.</p> <p>Hotel location should be appropriate for the conduct of professional discussion and conducive for productivity and creative thinking.</p> <p>Hotel can provide the required number of rooms and should not transfer the participants to another hotel.</p> <p>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 Management Service/ Dir. Leonardo C. Reynoso, National Program Manager of Pantawid and Michael Mercado, Administrative V of Administrative Support Division.</p> <p>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.</p>			

References: AOQ No. 18-1164 NP-LV      PR No. 2018-07-2425      Fund Source: Current Appro 101 MOOE

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(Total Amount in Words)	THREE HUNDRED THIRTY SIX THOUSAND SIX HUNDRED PESOS	P	336,600.00
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Conforme: *Emily B Cardiel*  
 Signature over printed name of Supplier  
10/11/18  
 Date

Very truly yours,  
*Ernestina Z. Sollosa*  
 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: 336,600-

ORS/BURS No.: 01-10110(420)-2018-10-017609  
 Date of the ORS/BURS: 10/05/18  
 Amount: 336,600.00

*Odessa T. Villaceran*  
 ODESSA T. VILLACERAN  
 Signature over Printed Name of Chief Accountant/  
 Chief Accountant - Special Project Division