

PURCHASE ORDER
Department of Social Welfare and Development
Cordillera Administrative Office

Annex G-5

Supplier		ABRA STATE INSTITUTE OF SCIENCE AND TECHNOLOGY		Purchase Order No.		2022-10-691	
Address		BANGUED, ABRA		Date		21-Oct-22	
				Mode of Procurement		Lease of Venue	
Gentlemen: Please furnish this office the following articles subject to the terms and conditions herein.							
Place of Delivery		AS INDICATED		Delivery Term:		Complete	
Date of Delivery		AS SCHEDULED		Payment Term:		Charge	
LOT NO.	Unit	Description	QTY	Unit Cost	Total Cost		
1		HALL RENTAL FOR THE LGU FORUM FOR KALAHI CIDSS KKB-CASH FOR WORK					
TENTATIVE DATE: October 28, 2022							
	LOT	Hall Rental for at least 112 pax	1	7,000.00	7,000.00		
TRAINING SPECIFICATIONS				COMPLIANCE			
Availability							
1		Venue is available on October 27-28, 2022. (For October 27, 2022, preparation for the activity)			✓		
Location and Site Condition							
1		The venue is reachable or accessible to transport services but not limited to taxi, and/or jeepney plying within the area			✓		
2		The venue has parking space and automatically reserves parking slots for DSWD considering the following: a. Small events (50 participants): at least five (5) parking slots b. Medium events (51 - 100 participants): at least 10 parking slots c. Big events (101 and above participants): at least 15 parking slots. Note: For special gathering and events (e.g. NMDC): atleast 15 parking slots			✓		
Neighborhood data							
1		The venue is reachable/accessible and within 500 meters radius using Google maps from nearby hospitals, police stations, banks, restaurants, among others.			✓		
2		Establishments near the venue have no sanitation issues and do not pose health risks			✓		
3		The venue is at least 100 meters radius away from bars and similar establishments serving hard liquors and intoxicating beverages using Google maps.			✓		
Venue							
A. Facilities and Amenities							
1		Health System Requirements and Protocols					
a		Sanitizing mats are provided at the entrance of the venue for the disinfection of guest's shoes.			✓		
b		Physical distancing measures, hand sanitization, and respiratory etiquette must be observed when handling guests at the check-in counter or reception area.			✓		
c		Essential health kits such as face mask, disposable waste bag, 70% alcohol or hand sanitizer, tissue paper/paper towel, and disposable gloves should be available at the reception counter or concierge			✓		
d		Reminders on physical distancing, etc. are posted in the training hall upon verification. Live out participants			✓		
e		Reminders are posted in the training hall.			✓		
f		Has security on duty during the training proper.			✓		
g		The conference/function hall can accommodate 112 pax.			✓		
3		The conference/function halls have high quality sound system and equipment which includes the following:			✓		
		a. Three (3) functional wireless microphones			✓		
		b. Free use of one functional LCD Projector and Screen			✓		
		c. Standby IT personnel or able technician inside the conference/function hall			✓		
4		Access to strong WiFi connection, to wit: a. minimum of 10 mbps for usual browsing (google, youtube, social media) and b. minimum of 30 mbps for intensive IT-related activities			✓		
5		Presence of standby personnel inside the conference/function hall for coordination purposes			✓		
6		Free charging of all electronic gadgets (i.e. laptop, projector, mobile phone, among others) including free use of extension cords the whole activity duration			✓		
7		Availability of 3ft x 4ft white board inside the conference/function hall with two markers and whiteboard eraser throughout the activity duration			✓		
D Other requirements							
1		Availability of clinic			✓		
E. Terms and Conditions							
		The place of delivery of the goods / services is within Abra.			✓		
				TOTAL		7,000.00	
(Amount in words)		Seven Thousand Pesos Only					

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:

(Signature over Printed Name)

Date

LEO L. QUINTILLA
Signature over Printed Name of Authorized Official
Regional Director
Designation

Bank Account Name

Bank Account Number

TIN Number *please tick tax type
[] vat
[] non-vat

Date of BIR Registration

Fund Cluster: <u>CMF current</u>	ORS/ BURS No. : <u>10-13508</u>
Funds Available: <u>[Signature]</u>	Date of the ORS/ BURS: <u>10-21-22</u>
WILBOURN B. BACOLONG ACCOUNTANT III <u>[Signature]</u>	Amount: <u>7,000.00</u>

WJB/nar/neth

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LOT NO.	Unit	Description	QTY	Unit Cost	Total Cost		
1		HALL RENTAL FOR THE LGU FORUM FOR KALAHI CIDSS KKB-CASH FOR WORK					
		TENTATIVE DATE: October 28, 2022					
	LOT	Half Rental for at least 112 pax	1	7,000.00	7,000.00		
TRAINING SPECIFICATIONS				COMPLIANCE			
Availability							
1		Venue is available on October 27-28, 2022. (For October 27, 2022, preparation for the activity)			✓		
Location and Site Condition							
1		The venue is reachable or accessible to transport services but not limited to taxi, and/or jeepney plying within the area			✓		
2		The venue has parking space and automatically reserves parking slots for DSWD considering the following: a. Small events (50 participants): at least five (5) parking slots b. Medium events (51 - 100 participants): at least 10 parking slots c. Big events (101 and above participants): at least 15 parking slots. Note: For special gathering and events (e.g. NMDC): atleast 15 parking slots			✓		
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Venue							
A. Facilities and Amenities							
1		Health System Requirements and Protocols					
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b		Physical distancing measures, hand sanitization, and respiratory etiquette must be observed when handling guests at the check-in counter or reception area.			✓		
c		Essential health kits such as face mask, disposable waste bag, 70% alcohol or hand sanitizer, tissue paper/paper towel, and disposable gloves should be available at the reception counter or concierge			✓		
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b		Free use of one functional LCD Projector and Screen			✓		
c		Standby IT personnel or able technician inside the conference/function hall			✓		
4		Access to strong WIFI connection, to wit: a. minimum of 10 mbps for usual browsing (google, youtube, social media) and b. minimum of 30 mbps for intensive IT-related activities			✓		
5		Presence of standby personnel inside the conference/function hall for coordination purposes			✓		
6		Free charging of all electronic gadgets (i.e. laptop, projector, mobile phone, among others) including free use of extension cords the whole activity duration			✓		
7		Availability of 3ft x 4ft white board inside the conference/function hall with two markers and whiteboard eraser throughout the activity duration			✓		
D. Other requirements							
1		Availability of clinic			✓		
E. Terms and Conditions							
		The place of delivery of the goods / services is within Abra.			✓		
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(Amount in words)		Seven Thousand Pesos Only					

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Regional Director
Designation

Bank Account Name

Bank Account Number

TIN Number *please tick tax type
[] vat
[] non-vat

Date of BIR Registration

Fund Cluster: CMP Current
Funds Available: _____
WILBOURN B. BACOLONG
ACCOUNTANT III

ORS/ BURS No. : 22-10-13508
Date of the ORS/ BURS: 10-21-22
Amount: 7,000.00

YUB
Kanneth