

# PURCHASE ORDER

Department of Social Welfare and Development  
Cordillera Administrative Office

Annex G-5

<b>Supplier</b>	SAN JUAN RESORT DEVELOPMENT & MANAGEMENT CORP.	<b>Purchase Order No.</b>	2020-03-096a
<b>Address</b>	ILI SUR, SAN JUAN, LA UNION	<b>Date</b>	3/23/2020
<b>Gentlemen:</b>		<b>Mode of Procurement</b>	Lease of Venue

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

Place of Delivery		San Juan, La Union		Delivery Term:	Complete
Date of Delivery		As scheduled		Payment Term:	Charge
Stock/Property	Unit	Description	QTY	Unit Cost	Total Cost
		<b>BOARD AND LODGING FOR LEARNING AND DEVELOPMENT INTERVENTION FOR PANTAWID PAMILYA STAFF AND STAKEHOLDERS</b>			
		Training on Written Communication with Technical Report Writing and Data Gathering for Social Welfare Assistants and Finance Staff - 1st Batch (Abra, Apayao and Kalinga)			-
		Day 1: July 14, 2020 (Arrival)			-
	servings	Lunch	51	300.00	15,300.00
	servings	PM Snack	51	100.00	5,100.00
	servings	Dinner	51	300.00	15,300.00
	pax	Lodging	51	600.00	30,600.00
		Day 2: July 15, 2020			-
	servings	Breakfast	51	150.00	7,650.00
	servings	AM Snack	51	100.00	5,100.00
	servings	Lunch	51	300.00	15,300.00
	servings	PM Snack	51	100.00	5,100.00
	servings	Dinner	51	300.00	15,300.00
	pax	Lodging	51	600.00	30,600.00
		Day 3: July 16, 2020			-
	servings	Breakfast	51	150.00	7,650.00
	servings	AM Snack	51	100.00	5,100.00
	servings	Lunch	51	300.00	15,300.00
	servings	PM Snack	51	100.00	5,100.00
	servings	Dinner	51	300.00	15,300.00
	pax	Lodging	51	600.00	30,600.00
		Day 4: July 17, 2020			-
	servings	Breakfast	51	150.00	7,650.00
	servings	AM Snack	51	100.00	5,100.00
	servings	Lunch	51	300.00	15,300.00
		<b>TRAINING SPECIFICATIONS</b>			-
		<b>Availability</b>			-
		Venue is available during the proposed dates of activity on July 8-10 & 14-17 2020			-
		<b>Location and Site Condition</b>			-
		The venue is accessible to transport services but not limited to taxi and jeepney plying within the area			-
		The venue has parking space that can at least accommodate three vehicles of participants, organizers, and guests during the activity duration.			-
		<b>Neighborhood data</b>			-
		The venue is accessible and preferably nearby hospitals, police stations, banks, restaurants, among others			-
		Establishments near the venue have no sanitation issues and does not pose health risks			-
		<b>Venue</b>			-
		<b>Facilities and Amenities</b>			-
		1. The venue has security measures in place (e.i. 24-hour security guard on duty and presence of functional CCTV cameras within hotel premises) to ensure safety of participants.			-
		2. Free use of conference hall which can accommodate the proposed number of attendees regardless of stage, chair, and table set-up.			-
		3. The conference/function hall is sound proofed, well-lighted, and well-ventilated and can be used from (6AM to 10PM)			-
		4. The conference/function hall has high quality sound system and equipment which includes the following:			-
		a. Three wireless microphones			-
		b. Free use of one functional LCD projector and screen			-
		c. Standby IT personnel or technician			-
		5. Access to strong and stable WIFI connection, to wit:			-
		a. minimum of 10 mbps for usual browsing (google, Youtube, social media)			-
		b. minimum of 30 mbps for intensive IT related activities			-
		6. Presence of standby personnel for coordination purposes			-
		7. Free charging of all electronic gadgets (i.e laptop, mobile phone, and other devices)			-
		8. Availability of at least 3x4 white board with two markers and whiteboard eraser throughout the activity duration			-

	<b>Accommodation</b>			
	1. Has the required number of rooms for the proposed number of participants. Charges are based on guaranteed reservation on the first day and actual number of participants on succeeding days and not on the number of rooms occupied. Room sharing is for 3-4 participants.			
	2. With the approval of the management, a free one secretariat room (quad sharing) for a minimum of 35 participants will be provided.			
	3. Availability of free toiletries such as soap, shampoo, toothpaste with toothbrush, and other basic necessities (i.g. tissue)			
	<b>CATERING SERVICES</b>			
	1. Buffet breakfast with minimum of three viands, with dessert, and drink choices of coffee, choco, and tea aside from purified water. Buffet lunch and dinner with three viands (2 meat/fish and one vegetable) with appetizer, soup, dessert, and a glass of fruit drinks; AM and PM snacks are preferably indigenous with glass of fruit juice. Please see attached approved menu.  Note: creamer, sugar and the like are preferred to be in a canister rather than in sachet to comply with green procurement			
	2. Charges on meals/snacks should be based on guaranteed number of participants on the first day while charges on succeeding days should be based on actual count			
	3. One buffet set-up for all meals for every 35 participants. Additional set-up will be required if participants will be doubled. Meals should be served and available on time (breakfast: 6:30-8:00 AM; AM/PM snacks:10AM/3:00PM, and dinner:5:30 PM)			
	4. All meals have a buffer good for at least five (5) people, which is free of charge for activity with a minimum of 35 participants.			
	<b>Other requirements</b>			
	1. Free signage or backdrop with at least 3x4 size to be displayed within the activity premises or electronic display.			
(Amount in words)	<b>TOTAL</b>			<b>PHP 252,450.00</b>
	<b>Two Hundred Fifty Two Thousand Four Hundred Fifty Pesos Only</b>			

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:

Very Truly Yours,



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

_____	_____
(Signature over Printed Name)	Date
_____	_____
Bank Account Name	Bank Account Number
_____	_____
TIN Number	Date of BIR Registration
*please tick tax type	
<input type="checkbox"/> vat	
<input type="checkbox"/> non-vat	

Fund Cluster: <u>CNF CONTG CO</u>	ORS/ BURS No. : <u>2020-03-00696</u>
Funds Available: <u>252,450</u>	Date of the ORS/ BURS: <u>3/31</u>
<b>WILBOURN B. BACOLONG</b> ACCOUNTANT III	Amount: <u>PHP 252,450.00</u>

LLGD/kenneth

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**Menu for the Training on Written Communication with Technical Report Writing and Data Gathering for SWAs and Finance Staff  
- 1<sup>st</sup> Batch (Abra, Apayao, Kalinga)**

**SAN JUAN RESORT DEVELOPMENT & MANAGEMENT CORP.**  
May 05-08, 2020

**Day 1: May 05, 2020 (Arrival)**

Lunch : Chicken Tinola, Fried Bangus, Ginataang Kalabasa, Steamed Rice, Fresh Fruit in Season  
PM Snack : Lelot Balatong, Iced Tea  
Dinner : Soup of the Day, Pork Stew, Breaded Fish, Ginisang Upo, Steamed Rice, Fruit Mix Cup

**Day 2: May 06, 2020**

Breakfast : Beef Tapa, Skinless Longganisa, Scrambled Egg, Garlic Rice, Fresh Fruit in Season  
AM Snacks : Bibingka and Tupig, Mango Juice  
Lunch : Pork Sinigang, Fried Gigi, Monggo, Steamed Rice, Fresh Fruit in Season  
PM Snacks : Miki-Bihon Guisado  
Dinner : Soup of the Day, Chicken Curry, Grilled Fish, Stir-fried Veggy, Steamed Rice, Fruit Mix Cup

**Day 3: May 07, 2020**

Breakfast : Pork Steak, Omelet, Corned Beef, Steamed Rice, Fruit Mix Cup  
AM Snacks : Pansit Iomi, Pineapple Juice  
Lunch : Soup of the Day, Fried Chicken, Fish Steak, Buttered Veg., Steamed Rice, Fruit Mix Cup  
PM Snacks : Mini-Pancakes (2pcs), Mango Juice  
Dinner : Chicken Soup, Pork Barbecue, Fish Teriyaki, Chayote Guisado, Steamed Rice, Fresh Fruit in Season

**Day 4: May 08, 2020**

Breakfast : Tinapa & Tomato, Soft Boiled Egg, Cheese Hotdog, Fried Rice, Fresh Fruit in Season  
AM Snacks : Suman with Fruit Sauce, Orange Juice  
Lunch : Soup of the Day, Chicken Barbecue, Adobong Pusit, Ensaladang Talong, Steamed Rice, Fruit Mix Cup

**Beverage:** Brewed Coffee, Tanglad Tea

*Note: With glass of fruit drinks for every meal.*