

PURCHASE ORDER

Department of Social Welfare and Development
Cordillera Administrative Office

Annex G-5

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

Gentlemen:

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
		BOARD AND LODGING FOR LEARNING AND DEVELOPMENT INTERVENTION FOR PANTAWID PAMILYA STAFF AND STAKEHOLDERS			
		Annual Learning and Development Intervention on Advanced Written Communication for Program Administrative Support Staffs		-	-
		Day 0: July 8, 2020 (Arrival)		-	-
	servings	Lunch	39	300.00	11,700.00
	servings	PM Snack	39	100.00	3,900.00
	servings	Dinner	39	300.00	11,700.00
	pax	Lodging	39	600.00	23,400.00
		Day 1: July 9, 2020		-	-
	servings	Breakfast	39	150.00	5,850.00
	servings	AM Snack	39	100.00	3,900.00
	servings	Lunch	39	300.00	11,700.00
	servings	PM Snack	39	100.00	3,900.00
	servings	Dinner	39	300.00	11,700.00
	pax	Lodging	39	600.00	23,400.00
		Day 2: July 10, 2020		-	-
	servings	Breakfast	39	150.00	5,850.00
	servings	AM Snack	39	100.00	3,900.00
	servings	Lunch	39	300.00	11,700.00
		TRAINING SPECIFICATIONS			
		Availability			
		Venue is available during the proposed dates of activity on July 8-10 & 14-17 2020			
		Location and Site Condition			
		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.			
		Neighborhood data			
		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			
		Venue			
		Facilities and Amenities			
		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			
		Accommodation			
		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. Free one secretariat room as per verification			
		3. Availability of free toiletries such as soap, shampoo, toothpaste with toothbrush, and other basic necessities (i.g. tissue)			

CATERING SERVICES			
	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.		
	Other requirements		
	1. Free signage or backdrop with at least 3x4 size to be displayed within the activity premises or electronic display.		
(Amount in words)		TOTAL	PHP 132,600.00
		One Hundred Thirty Two Thousand Six Hundred 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:

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>2020-03-00697</u>
Funds Available: <u>132,600</u>	Date of the ORS/ BURS: <u>3/31</u>
WILBOURN B. BACOLONG ACCOUNTANT III	Amount: <u>PHP 132,600.00</u>

LLGD/kenneth

Menu for the Annual LDI on Advanced Written Communication for Program Administrative Support Staffs
SAN JUAN RESORT DEVELOPMENT & MANAGEMENT CORP.

July 08-10, 2020

Day 1: July 08, 2020

Lunch : Soup of the Day, Fried Chicken, Adobong Pusit, Ensaladang Talong, Steamed Rice, Fruit Mix Cup
 PM Snack : Shanghai Lumpia (3pcs in inattem na saka), Pineapple Juice
 Dinner : Egg Corn Soup, Pork Barbecue, Grilled Fish, Ensaladang Baguio, Steamed Rice, Fresh Fruit in Season

Day 2: July 09, 2020

Breakfast : Beef Tapa, Soft Boiled Egg, Skinless Longganisa, Fried Rice, Fruit Mix Cup
 AM Snacks : Suman with Fruit Sauce, Orange Juice
 Lunch : Fish Sinigang, Chicken Barbecue, Vegetable Fritters, Steamed Rice, Fresh Fruit in Season
 PM Snacks : Pansit Bihon, Mango Juice
 Dinner : Mushroom Soup, Breaded Porkchop, Bicol Express, Chopsuey, Steamed Rice, Fresh Fruit in Season

Day 3: July 10, 2020

Breakfast : Pork Tocino, Omelet, Corned Beef, Steamed Rice, Fresh Fruit in Season
 AM Snacks : Cassava cake (2pcs), Iced Tea
 Lunch : Pork Sinigang, Fried Bangus, Veggy Lumpia, Steamed Rice, Fresh Fruit in Season

Beverage: Brewed Coffee, Tangled Tea

Note: With glass of fruit drinks for every meal.