		PURCHASE ORDER Department of Social Welfare and Development Field Office VII, Cebu City			
Supplier: MANHATTAN SUITES INN		PO No. DSWD7-AMP-2024-173			
Address: Calindagan, Dumaguete City, Negros Oriental		Date: 04/02/2024			
Contact No.: 0917-718-4816		Mode of Procurement: NP-Lease of Venue			
Contact Person: Ruth Sarah N. Lim		TIN: 283-587-761-000			
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery:		Dumaguete City or Nearby Cities or Municipalities		Delivery Term:	
Date of Delivery:		Pls. see dates stated below		Payment Term:	
				Upon Actual Date of Activity	
				within 30 calendar days after receipt of billing	
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		Provision of Board and Lodging, Catering Services and Venue for the			
		Quarterly Consultation Dialogues with Negros Oriental and Siquijor LSWDOs			
		Dates:			
	pax	April 12, 2024 FULL BOARD: Breakfast, Lunch, Dinner, AM & PM Snacks	36	1,950.00	70,200.00
		Details: should be served through managed buffet			
		Neighborhood Data			
		Renting facility must not offer short-term lodging services (e.g. motels); must not be situated beside or across gambling establishments or casinos and others that may touch in cultural sensitivity like mortuaries or morgues and the like			
		Amenities			
		Requirements/inclusions			
		Conference Room Requirement			
		Use of one (1) Function Room "Elena 1" (7AM - 9PM) that can accommodate double the number of pax indicated with no middle/side obstructing post/object with wide space for workshop activities. Venue must have a high ceiling. No changing of assigned function room during the whole duration of the activity.			
		Tables shall be arranged such that the distance from the back of one chair to the back of another chair shall be more than 1 meter apart and the guests face each other from a distance of at least 1 meter under (RA 9593 or the Tourism Act of 2009).			
		Availability of separate comfort rooms for Male & Female within or near the conference room. (RA 9593 or the Tourism Act of 2009)			

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p>Space Requirements: U-Shape arrangement. Provision of 1 table for the registration/working table for secretariat and for the laptop/projector. With ample space for workshops or activities like group role playing and other structured learning activities. With an elevated platform and lectern.</p> <p>WIFI Connection: Available WIFI connection in the function room should be at least 100mbps for the downloading, playing of presentation materials and videos required for the training. Inclusion of LAN Connection as back-up for training team. Availability of separate comfort rooms for Male & Female within or near the conference room.</p> <p>Lighting System Must have enough white light bulbs and not yellow/dim bulbs to ensure a good visual of participants for the entire session.</p> <p>Audio Visual Requirements: Use of 1 LCD projector in good condition for presentation. Complete functional Audio Visual (surround sound system) with at least 3 wireless microphones and 2 with wire. There has to be a standby operator to assist in the AV needs. Audio Visual must be set up at least 1 hour before the activity. Available whiteboard, extension cords, and Philippine Flag. No electrical charge for the use of our own equipment.</p> <p>Room requirements: Double/triple sharing with separate bed for each pax. Assigned rooms must be in the same floor of the function room or is accessible with an elevator for rooms located higher than 3rd floor in consideration with pax who may be Senior Citizen or PWD. There must be a free provision of bottled water and basic toiletries like soap & shampoo. TV and cabinet must be readily available in each room with enough hangers. Room for the secretariat and Resource Persons must be with WIFI connection.</p> <p>Other Requirements Provision of Backdrop and Welcome streamers/Lobby posting. There has to be enough stand-by waiters to assist the participants. There has to be on-call medical personnel and available over-the-counter medicines. The hotel should be able to provide a certificate of Authority to Operate by DOT. The Hotel must be a smoke-free zone in compliance with RA 9211</p> <p>Hotel must be a smoke-free zone in compliance with RA 9211 with a No Smoking Poster visible at the lobby or front desk. There should be a No Human Trafficking Poster.</p> <p>Hotel must provide SOA, and Menu on the last day of the activity. Payment is within 30 days after receipt of the complete set of supporting documents.</p>			

NOTICE TO PROCEED

April 2, 2024

RUTH SARAH N. LIM
Authorized Representative
Manhattan Suites Inn
Calindagan, Dumaguete City, Negros Oriental

Dear **Ms. Lim**:

Greetings!

Please be informed that you may now proceed as the Service Provider for the contract entitled **Provision of Board and Lodging, Catering Services and Venue for Quarterly Consultation Dialogues with Negros Oriental and Siquijor LSWDOs** under PO No. **DSWD7-AMP-2024-173** amounting to **Seventy Thousand Two Hundred Pesos (Php 70,200.00)**, inclusive of all applicable government taxes.


This Notice binds you to your price proposal, schedule of requirements, technical specifications, and other terms and conditions stipulated in the Purchase Order. Please note that complete delivery of goods/services shall be made on April 12, 2024.

Kindly affix your signature and the corresponding date in the space provided below:

Very truly yours,


SHALAINE MARIE S. LUCERO, CESO IV
Regional Director

Conforme:


RUTH SARAH N. LIM
Authorized Representative

Date: _____

NOTICE OF AWARD

April 2, 2024

RUTH SARAH N. LIM
Authorized Representative
Manhattan Suites Inn
Calindagan, Dumaguete City, Negros Oriental

Dear **Ms. Lim**:

Greetings!

We are glad to notify you that the **Provision of Board and Lodging, Catering Services and Venue for Quarterly Consultation Dialogues with Negros Oriental and Siquijor LSWDOs** under RFQ No. **DSWD7-2024-0205** is hereby awarded to **Manhattan Suites Inn** amounting **Seventy Thousand Two Hundred Pesos (Php 70,200.00)**.

Please signify your conformity by affixing your signature on the space provided below and return this Notice of Award to the Procurement Management Section immediately upon receipt.

Failure to conform to this award shall constitute sufficient ground for cancellation and will be awarded to the second (2nd) lowest and responsive quotation.

Thank you.

Very truly yours,


SHALAINE MARIE S. LUCERO, CESO IV
Regional Director

Conformed


RUTH SARAH N. LIM
Authorized Representative

Date: _____