




| DSWD<br>Department of Social Welfare and Development  |                | PURCHASE ORDER<br>Department of Social Welfare and Development<br>Field Office VII, Cebu City   |          |  |            |
|---|----------------|---|----------|--|------------|
| Supplier: <b>MANHATTAN SUITES INN</b>   |                | PO No. <b>DSWD7-AMP-2024-113</b>  |          |  |            |
| Address: Calindagan, Dumaguete City, Negros Oriental  |                | Date: <b>03/12/2024</b>   |          |  |            |
| Contact No.: 0917-718-4816  |                | Mode of Procurement: NP-Lease of Venue  |          |  |            |
| Contact Person: Ruth Sarah N. Lim   |                | TIN: 283-587-761-000  |          |  |            |
| Gentlemen:<br>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:  |          | Upon Actual Date of Activity                     |            |
| Date of Delivery: Pls see dates stated below  |                | Payment Term:   |          | 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 following activities  |          |  |            |
|   |                | <b>1. Becoming a Case Manager: A Case Management Training on Kilos Unlad Framework for the Municipal Links</b>  |          |  |            |
| PAX   | April 23, 2024 | FULL BOARD: Breakfast, Lunch, Dinner, AM and PM snacks (Breakfast as the first provision and Dinner as last provision)  | 55       | 1,900.00   | 104,500.00 |
| PAX   | April 24, 2024 | FULL BOARD: Breakfast, Lunch, Dinner, AM and PM snacks (Breakfast as the first provision and Dinner as last provision)  | 55       | 1,900.00   | 104,500.00 |
| PAX   | April 25, 2024 | LIVE OUT: Breakfast, Lunch, AM and PM snacks (Breakfast as the first provision and PM Snacks as last provision)   | 55       | 800.00   | 44,000.00  |
|   |                | <b>2. Capability Building for New Parent Leaders of 4P's</b>  |          |  |            |
| PAX   | May 23, 2024   | FULL BOARD: Breakfast, Lunch, Dinner, AM and PM snacks (Breakfast as the first provision and Dinner as last provision)  | 40       | 1,900.00   | 76,000.00  |
| PAX   | May 24, 2024   | LIVE OUT: Breakfast, Lunch, AM and PM snacks (Breakfast as the first provision and PM Snacks as last provision)   | 40       | 800.00   | 32,000.00  |
|   |                | <b>Manner of Serving Food:</b> Breakfast, Lunch and Dinner should be served as assisted buffet  |          |  |            |
|   |                | <b>Neighborhood Data</b>  |          |  |            |
|   |                | 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.  |          |  |            |
|   |                | <b>Amenities</b>  |          |  |            |
|   |                | <b>Requirements/Inclusions</b>  |          |  |            |
|   |                | <b>Conference Room Requirement</b>  |          |  |            |
|   |                | Use of one (1) Function Room "ELENA 1" (7AM-11PM as the maximum) that can accommodate 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 change of assigned function room during the whole duration of the activity. Availability of separate comfort rooms for Male & Female within or near the conference room |          |  |            |

| Stock No | Unit | Description  | Quantity | Unit Cost | Amount |
|----------|------|--|----------|-----------|--------|
|          |      | <p><b>Space Requirements:</b><br/>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 elevated platform and lectern.</p> <p><b>WIFI Connection:</b><br/>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 the training team.</p> <p><b>Lighting System</b><br/>Must have enough white light bulbs and not yellow/dim bulbs to ensure a good visual of participants for the entire session.</p> <p><b>Audio Visual Requirements:</b><br/>Use of 1 LCD projector in good condition for presentation. Complete Functional Audio Visual (surround system) with at least 3 wireless microphones and 1 with wire. There has to be a standby operator to assist in the AV needs and the Audio Visual must be set up at least 1 hour before the activity. Availability of whiteboard, extension cords, and Philippine Flag. No electrical charge for the use of own equipment.</p> <p><b>Room Requirements:</b><br/>Triple sharing with separate beds for each pax that a distance of 1 to 2 meters between the beds is highly required. Preferably 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 &amp; shampoo. The 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 of at least 100mbps.</p> <p><b>Other Requirements</b><br/>The service provider must have an open space and garden for return demonstration activities.<br/>Provision of Backdrop or digital lobby posting<br/>Transportation for the secretariat from DSWD Field office to the venue in bringing supplies and equipment's on the 1st day and last day of the activity.<br/>There has to be enough number of 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 safety sealed certificate (must be attached for TWG)<br/>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<br/>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> |          |           |        |

| Stock No  | Unit  | Description  | Quantity | Unit Cost           | Amount            |
|---|---|--|----------|---------------------|-------------------|
|   |   | <b>Catering Services:</b><br><b>Breakfast:</b> Rice, Soup, 3 main courses (choice of chicken, beef, fish), 1 dessert (preferably fruits), Drinks (coffee or hot chocolate)<br><b>Lunch/Dinner:</b> Rice, Soup, 1 vegetable dish, 3 main dishes (pork, fish, chicken and beef)<br><b>Dessert</b> (choice of fresh fruits, fruit salad or pastries like cake) and natural juices<br><b>AM/PM Snacks:</b> Variations of pasta, bread, pastries, burgers, pizza, native snacks and natural/local juice (like Lemon grass, Calamansi, Buko, Watermelon or Cucumber, etc.)<br><b>Unlimited supply of Coffee and Purified/mineral Drinking Water</b><br><b>Strictly NO</b> serving of cream dory fish, powder juice and soft drinks<br><br><b>Purpose:</b> Provision of Board and Lodging, Catering Services and Venue for the participants of the said activity<br><br><b>End User: Pantawid</b> |          |                     |                   |
|   |   | (Ref: PR No.: DSWD7-24-0205)   |          |                     |                   |
| <b>(Total Amount in Words)</b>  |   | <b>Three Hundred Sixty One Thousand Pesos</b>  |          | <b>Gross Amount</b> | <b>361,000.00</b> |
| <small>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.</small>  |   |  |          |                     |                   |
| Conforms:<br><br>_____<br>Signature over Printed Name of Supplier   | <div style="text-align: right;">             Very truly yours,<br/><br/> <br/> <b>SHALAINE MARIE S. LUCERO, CESO IV</b><br/>             Regional Director           </div> | <div style="text-align: center;"> <br/> <b>Sarah N. Lim</b><br/>             _____<br/>             Date           </div>   |          |                     |                   |
| Funds Available:<br><br><div style="text-align: center;"> <br/> <b>SOFRONIO S. TABIGUE, JR., CPA</b><br/>             Regional Accountant           </div> | ALOBS No. : _____<br>Amount : _____   |  |          |                     |                   |

PO No. DSWD7-AMP-2024-113



## NOTICE OF AWARD

March 12, 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 Becoming a Case Manager: A Case Management Training on Kilos Unlad Framework for the Municipal Links and Capability Building for New Parent Leaders of 4P's** under RFQ No. **DSWD7-2024-0205** is hereby awarded to **Manhattan Suites Inn** amounting **Three Hundred Sixty-One Thousand Pesos (Php 361,000.00)**.

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,

  
**SHALAIN MARIE S. LUCERO, CESO IV**  
Regional Director

Conformed

  
**RUTH SARAH N. LIM**  
Authorized Representative

Date: \_\_\_\_\_

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## NOTICE TO PROCEED

March 12, 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 Becoming a Case Manager: A Case Management Training on Kilos Unlad Framework for the Municipal Links and Capability Building for New Parent Leaders of 4P's under PO No. DSWD7-AMP-2024-113** amounting to **Three Hundred Sixty-One Thousand Pesos (Php 361,000.00)**, 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 23-24 and May 23-24, 2024.

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

Very truly yours,

  
**SHALAINÉ MARIE S. LUCERO, CESO IV**  
Regional Director

Conforme:

  
**RUTH SARAH N. LIM**  
Authorized Representative

Date: \_\_\_\_\_