



Department of Social Welfare and Development

PURCHASE ORDERDepartment of Social Welfare and Development
Field Office VII, Cebu City

Supplier:	PH AND HK FAMILY CORPORATION / SOUTHVIEW HOTEL	PO No. DSWD7-AMP-2024-089
Address:	Brgy. Banilad, Dumaguete City, Negros Oriental	Date: 03/04/2024
Contact No.:	0917-129-1615	Mode of Procurement: NP-Lease of Venue
Contact Person:	Helen C. Valiente	TIN: 009-881-138-000

Gentlemen:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery:	Within Dumaguete City	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 and Venue Services for the Accounting for Non-Accountants			
	pax	July 25, 2024 <i>FullBoard : (Breakfast, Lunch, Dinner, AM and PM Snacks)</i>	26	2,100.00	54,600.00
	pax	July 26, 2024 <i>Live-Out: (Breakfast, Lunch, AM and PM Snacks)</i>	26	800.00	20,800.00
		Details: Breakfast, Lunch, Dinner, AM snacks and PM snacks (Should be served as assisted 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 (7AM- 9PM as the maximum) 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: World Café arrangement. With a maximum of 80% operational capacity and 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. *Compliant to the existing IATF restriction guidelines.</p> <p>WIFI Connection: Available of strong WIFI connection in the function room for the downloading, playing of presentation materials and videos required for the training. (to consult IT Team for the standard) -- atleast 20 mbps for 50 pax; Inclusion of LAN Connection as back-up for training team</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. Availability of whiteboard, extension cords, and Philippine Flag. No electrical charge for the use of own equipment.</p> <p>Room requirement: Triple sharing with separate bed 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 & 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. (add wifi for participants)</p> <p>Other Requirements Provision of Backdrop or digital lobby posting. 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. 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. Guests must be provided with a Health Declaration Form upon entry. 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. 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
		Catering Services: Buffet Meals and Snacks Breakfast: Rice, Soup, 2 main courses (choice of chicken, beef, fish), 1 dessert (preferably fruits) Drinks (coffee or hot chocolate) Lunch/Dinner: Rice, Soup, 2 main dishes (vegetable, pork, fish, chicken and beef) Dessert (choice of fresh fruits, fruit salad or pastries like cake) and natural juices AM/PM Snacks: Variations of pasta, bread, pastries, burgers, pizza, native snacks and natural/local juice (like Lemon grass, Calamansi, Buko, Watermelon or Cucumber, etc.) Unlimited supply of Coffee and Purified/mineral Drinking Water Strictly NO serving of cream dory fish, powder juice and soft drinks			
		Purpose: Provision of Board and Lodging, Catering Services and Venue for the participants of the said activity End User: EPAHP (Ref: PR No.: DSWD7-24-0110)			

(Total Amount in Words)	Seventy Five Thousand Four Hundred Pesos		Gross Amount	75,400.00
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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.

Conforme: *Qualient*
HELEN C. VALENTE
Signature over Printed Name of Supplier
Date _____

Very truly yours,
Shalaine Marie S. Lucero
SHALAIN MARIE S. LUCERO, CESO IV
Regional Director

Funds Available: **SOFRONIO S. TABIGUE, JR., CPA**
Regional Accountant

ALOBS No. : _____
Amount : _____

PO No. DSWD7-AMP-2024-089

NOTICE OF AWARD

March 4, 2024

HELEN C. VALIENTE
Authorized Representative
PH and HK Family Corporation / Southview Hotel
Brgy. Banilad, Dumaguete City, Negros Oriental

Dear **Ms. Valiente**:

Greetings!

We are glad to notify you that the **Provision of Board and Lodging, Catering Services and Venue for Accounting for Non-Accountants** under **RFQ No. DSWD7-2024-0110** is hereby awarded to **PH and HK Family Corporation / Southview Hotel** amounting **Seventy Five Thousand Four Hundred Pesos (Php 75,400.00)**.

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

Conforme:


HELEN C. VALIENTE
Authorized Representative

Date: _____

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NOTICE TO PROCEED

March 4, 2024

HELEN C. VALIENTE
Authorized Representative
PH and HK Family Corporation / Southview Hotel
Brgy. Banilad, Dumaguete City, Negros Oriental

Dear **Ms. Valiente:**

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 Accounting for Non-Accountants** under **PO No. DSWD7-AMP-2024-089** amounting to **Seventy-Five Thousand Four Hundred Pesos (Php 75,400.00)**, 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 July 25-26, 2024.

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

Very truly yours,


SHALAIN MARIE S. LUCERO, CESO IV
Regional Director

Conforme:


HELEN C. VALIENTE
Authorized Representative

Date: _____