



PURCHASE ORDER

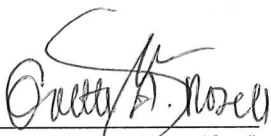

Department of Social Welfare and Development
Field Office VII, Cebu City

Supplier: GOLDEN VALLEY HOTEL, INC.	PO No. DSWD7-AMP-2024-142
Address: Pelaez St., Cebu City	Date: 3/21/2024
Contact No.: 0968-563-2563	Mode of Procurement: NP-Lease of Venue
Contact Person: Odette A. Rosell	TIN: 004-265-210-000

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

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		Provision of Board and Lodging, Catering Services and Venue for the following activities			
		1. Roll-Out Training for the Implementation of Yakap-Bayan Program			
		Dates:			
	pax	April 10, 2024 <i>Fullboard: Breakfast as the first provision and dinner as the last provision</i>	33	2,100.00	69,300.00
	pax	April 11, 2024 <i>Fullboard: Breakfast as the first provision and dinner as the last provision</i>	33	2,100.00	69,300.00
	pax	April 12, 2024 <i>Fullboard: Breakfast as the first provision and dinner as the last provision</i>	33	2,100.00	69,300.00
		2. National Family Week Celebration			
		Date:			
	pax	September 30, 2024 <i>Liveout: Lunch, AM snacks and PM snacks (AM snacks as the first provision and PM snacks as the last provision)</i>	80	500.00	40,000.00
	meeting	Venue Rental	1	7,000.00	7,000.00
		3. Solo Parents Day Celebration			
		Date:			
	pax	April 19, 2024 <i>Liveout: Lunch and PM snacks (Lunch as the first provision and PM snacks as the last provision)</i>	60	400.00	24,000.00
	meeting	Venue Rental	1	5,000.00	5,000.00
		4. RIACFF Meeting			
		Dates:			
	pax	March 26, 2024 <i>Liveout: Lunch, AM snacks and PM snacks (AM snacks as the first provision and PM snacks as the last provision)</i>	29	500.00	14,500.00
	pax	June 25, 2024 <i>Liveout: Lunch, AM snacks and PM snacks (AM snacks as the first provision and PM snacks as the last provision)</i>	29	500.00	14,500.00
	pax	September 30, 2024 <i>Liveout: Lunch, AM snacks and PM snacks (AM snacks as the first provision and PM snacks as the last provision)</i>	29	500.00	14,500.00
	pax	November 26, 2024 <i>Liveout: Lunch, AM snacks and PM snacks (AM snacks as the first provision and PM snacks as the last provision)</i>	29	500.00	14,500.00
	meeting	Venue Rental	4	4,250.00	17,000.00
		Details: Lunch should be served as assisted buffet. Snacks should be served with individual pack/plate			
		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.			

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p>Amenities</p> <p>Requirements/inclusions</p> <p>Conference Room Requirement: Use of one (1) Function Room "Alicia 5" (8AM- 7PM 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 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.</p> <p>Space Requirements: World Cafe arrangement. operational capacity. 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>Lighting System of Conference Room: Must have enough white light bulbs and not yellow/dim bulbs to ensure good vision of participants for the entire session.</p> <p>Room requirement: Double 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>Audio Visual Requirement: Use of 1 LCD projector in good condition for presentation. Complete functional Audio Visual (surround sound system) with at least 2 wireless microphones and 1 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>WIFI Connection: Availability of strong WIFI connection in the function room for the downloading, playing of presentation materials and videos required for the activity. Inclusion of LAN Connection as back-up for training team</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 on the 1st day and last day of the activity. 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). The hotel should be able to provide a certificate of Authority to Operate by DOT. 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>Hotels must provide Statement of Account, and Menu on the last day of the activity. Payment is within 30 days after submission of complete and correct documents from the service provider.</p>			

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		Catering Services: Buffet Meals and Snacks Menu: Breakfast/Lunch/Dinner: Rice, Soup, 3 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: Variation of pasta, bread, pastries, burgers, pizza, native snacks and natural/local juice (like Calamansi, Buko, Watermelon or Cucumber, etc.) Unlimited supply of Coffee and Purified/mineral drinking water Strictly No serving of cream dory, powder juice and soft drinks			
		Purpose: Provision of Board and Lodging, Catering Services and Venue for the participants of the said activity End User: Family Sector (Ref: PR No.: DSWD7-24-0259)			
		(Total Amount in Words) Three Hundred Fifty Eight Thousand Nine Hundred Pesos		Gross Amount	358,900.00
<p>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.</p>					
Conforme:  Signature over Printed Name of Supplier Mar - 25, 2024 Date		Very truly yours,  SHALAINIE MARIE S. LUCERO, CESO IV Regional Director			
Funds Available: SOFRONIO S. TABIGUE, JR., CPA Regional Accountant			ALOBS No. : _____ Amount : _____		

PO No. DSWD7-AMP-2024-099