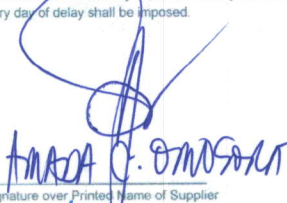





Stock No.		Unit	Description	Quantity	Unit Cost	Amount
			<b>Provision of Catering Services and Venue for the BOHOL CLUSTER 2 MEETING</b>			
			<b>Dates:</b>			
	pax		<b>April 5, 2024</b> <i>Liveout: AM snacks as the first provision and PM snacks as the last provision</i>	113	470.00	53,110.00
	pax		<b>June 28, 2024</b> <i>Liveout: AM snacks as the first provision and PM snacks as the last provision</i>	113	470.00	53,110.00
	pax		<b>September 27, 2024</b> <i>Liveout: AM snacks as the first provision and PM snacks as the last provision</i>	113	470.00	53,110.00
	pax		<b>December 12, 2024</b> <i>Liveout: AM snacks as the first provision and PM snacks as the last provision</i>	113	470.00	53,110.00
	meeting		<b>Venue Rental</b>	4	5,750.00	23,000.00
			<b>Details:</b> Lunch should be served as an assisted buffet while snacks as individual plates			
			<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 "Magnolia Pavillion" (7AM- 7PM 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. Availability of separate comfort rooms for Male & Female within or near the conference room.			
			<b>Space Requirements:</b> Classroom Type shape arrangement with a provision of 1 table for the registration/working table for secretarial and for the laptop/projector.			
			<b>Lighting System of Conference Room:</b> Must have enough white light bulbs and not yellow/dim bulbs to ensure good vision of participants for the entire session.			
			<b>Audio Visual Requirement:</b> 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 our own equipment.			
			<b>WiFi Connection:</b> 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) -- at least 20 mbps for 50 pax; Inclusion of LAN Connection as back-up for training team.			

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p><b>Other Requirements:</b>            Provision of Backdrop or digital 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 safety sealed certificate (must be attached for TWG) 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 also be a No Human Trafficking Poster. Hotels 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> <p><b>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.</b></p>			
		<p><b>Catering Services: Buffet Meals and Snacks</b>  <b>Menu:</b>  <b>Lunch:</b> Rice, Soup, 3 main dishes (vegetable, pork, fish, chicken and beef)  <b>Dessert:</b> (choice of fresh fruits, fruit salad or pastries like cake) and natural juices  <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.)  <b>Unlimited supply of Coffee and Purified/mineral Drinking Water</b>  <b>Strictly NO serving of cream dory fish, powder juice and soft drinks</b></p> <p><b>Purpose:</b> Provision of Catering Services and Venue for the participants of the said activity</p> <p><b>End User:</b> PPPP</p>			
(Ref: PR No.: DSWD7-24-0269)					
<b>(Total Amount in Words)</b>		<b>Two Hundred Thirty Five Thousand Four Hundred Forty Pesos</b>		<b>Gross Amount</b>	<b>235,440.00</b>
<p><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></p>					
Conforme:		 Signature over Printed Name of Supplier 4/2/2024 Date	Very truly yours,		 <b>SHALAIN MARIE S. LUCERO, CESO IV</b> Regional Director
Funds Available:		 	ALOBS No. : _____	Amount : _____	

PO No. DSWD7-AMP-2024-148

## NOTICE OF AWARD

March 26, 2024

**AMADA C. OMOSORA**  
Authorized Representative  
Reyna's the Haven and Gardens Food Catering Services, Inc.  
0067, Brunidor St., Cogon, Tagbilaran City, Bohol

Dear **Ms. Omosora**:

Greetings!

We are glad to notify you that the **Provision of Catering Services and Venue for Bohol Cluster 2 Meeting** under RFQ No. **DSWD7-2024-0269** is hereby awarded to **Reyna's the Haven and Gardens Food Catering Services, Inc.** amounting **Two Hundred Thirty Five Thousand Four Hundred Forty Pesos (Php 235,440.00)**.

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,

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

Conform:

  
**AMADA C. OMOSORA**  
Authorized Representative

Date: 4/27/2024

## NOTICE TO PROCEED

March 26, 2024

**AMADA C. OMOSORA**  
Authorized Representative  
Reyna's the Haven and Gardens Food Catering Services, Inc.  
0067, Brunidor St., Cogon, Tagbilaran City, Bohol

Dear **Ms. Omosora**:

Greetings!

Please be informed that you may now proceed as the Service Provider for the contract entitled **Provision of Catering Services and Venue for Bohol Cluster 2 Meeting** under **PO No. DSWD7-AMP-2024-159** amounting to **Two Hundred Thirty-Five Thousand Four Hundred Forty Pesos (Php 235,440.00)**, 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 5, June 28, September 27, and December 12, 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

Conformer:

  
**AMADA C. OMOSORA**  
Authorized Representative

Date: 4/2/2024

PAGE 1 of 1

RECEIVED

PURCHASE REQUEST (PR)

Entity Name: <u>DSWD Field Office VII</u>		Fund Cluster:			
Office/Section	PR No. <b>20240269</b>	Date	<b>02/27/2024</b>		
PANTAWID Responsibility Center Code					
Stock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Pax	<b>Provision of Food and Venue</b>			
		<b>Title of Activity :Bohol Cluster 2 Meeting</b>			
		<b>05 APRIL 2024</b> LIVE OUT Lunch, AM and PM snacks (AM snacks as the first provision and PM Snacks as last provision)	113	500.00	56,500.00
		<b>28 JUNE 2024</b> LIVE OUT Lunch, AM and PM snacks (AM snacks as the first provision and PM Snacks as last provision)	113	500.00	56,500.00
		<b>27 SEPTEMBER 2024</b> LIVE OUT Lunch, AM and PM snacks (AM snacks as the first provision and PM Snacks as last provision)	113	500.00	56,500.00
		<b>12 DECEMBER 2024</b> LIVE OUT Lunch, AM and PM snacks (AM snacks as the first provision and PM Snacks as last provision)	113	500.00	56,500.00
		<b>Venue Rental</b>	4	7,000.00	28,000.00
		<b>Venue:</b> <i>Within Tagbilaran City or Nearby Municipalities</i>			
		<b>Menu:</b>  Lunch: 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 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  Others: Service Provider shall attach menu for the inclusive dates upon the submission of RFQ.			
		<b>Manner of Serving Food:</b> Lunch should be served as assisted buffet			
		<b>Requirement/Inclusions:</b> Conference Room Requirement: Use of one (1) Function Room (7AM- 7 PM 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.  Availability of separate comfort rooms for Male & Female within or near the conference room.			

Space Requirement: *World Café* 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.

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.

Audio Visual Requirement: Use of 2 *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.

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.**

**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 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)*

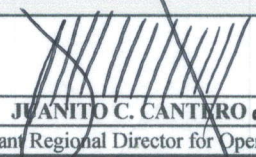
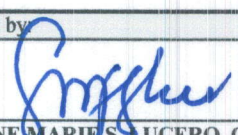
Hotel must be a smoke-free zone in compliance with RA 9211 with a No Smoking Poster visible at the lobby or front desk. There should also be a No Human Trafficking Poster.

Hotel must provide SOA and menu on the last day of the activity. Payment is within 30 days after receipt of complete set of supporting documents.


**Note:** The renting facility must not offer short-term lodging services (e.g. Motels); must not be situated within, beside or across gambling establishments or casinos and others that may touch on cultural sensitivity like mortuaries or morgues and the like.

CERTIFIED FUNDS ALLOCATED FOR THIS PURPOSE  
SAA #: VM-10 MAE  
PAP: UPB

MANUEL P. DEHAPE  
REGIONAL DIRECTOR III

<b>TOTAL</b>		<b>254,000.00</b>
Purpose	<b>Provision of food and venue for the participants of the said activity.</b>	
Requested by:	Approved by:	
Signature		
Printed Name	JUANITO C. CANTERO	SHALAINA MARIE S. LUCERO, CESO IV
Designation	Assistant Regional Director for Operations	Regional Director

BAC SECRETARIAT  
**RECEIVED**  
Date: 01/14 Time: 4:00 By: [Signature]

Learning and Development Section  
TWG by:   
Date: 2/29/24

CERTIFIED that the above request is/are included in the APP/CPAP & all complete supporting documents:  
  
**AILEEN G. CUEVAS**  
Head, BAC Secretariat  
MAR 04 2024  
DATE