

Serial No.: 02-101101-2024-05-03591

Date: 4/03/2024  
 Fund Cluster: 01

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
 Field Office VII  
 M.J. Cuenco cor. Gen. Maxilom Ave. Cebu City

**GOLDEN VALLEY HOTEL, INC.**

Payee

Office

Address  
 Pelaez St., Cebu City

Responsibility Center

Particulars

MFO/PAP

UACS Object Code

Amount

Provision of Catering Services and Venue for the following activities, in the amount of...

1. Technical Assistance on Writing Good Practice Documentation - May 2-3, 2024

2. Technical Assistance on Data Analysis - May 14-15, 2024

3. Annual Program Review Evaluation and Planning Workshop - September 20, 2024

4. FY 2024 WFP Strategic Planning Workshop - September 20, 2024

charge to: Pantawid Funds

Total

**647,000.00**

*Pantawid*  
*3,000,000.00*

*509903000 - 629,000.00*  
*509905001 - 90,000.00*

**Certified:** Allotment available and obligated for the purpose/adjustment necessary as indicated above

B.

**Certified:** Charges to appropriation/allotment are necessary, lawful and under my direct supervision; and supporting documents valid, proper and legal

A.

Signature :  
 Printed Name: ANALY STANABAN  
 PPO III - FDS FOR

Position :  
 Chief, PPP

Head, Requesting Office/Authorized Representative

Date

Signature :  
 Printed Name: WILFREDO T. PELONE

Position :  
 Financial Analyst III

Head, Budget, Division/Unit/Authorized Representative

Date

*4/03/2024*

**STATUS OF OBLIGATION**

Reference

Amount

Date

Particulars

ORS/JEV/Check/ADATRA No.

Obligation

Payable

Payment

Not Yet Due

Due and Demandable

Balance

OBLIGATION

02-101101-2024-05-03591

*647,000.00*

*4/03/24*



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

**PURCHASE ORDER**

PO No. **DSWD7-AMP-2024-170**

Date: **34/2/2024**  
Mode of Procurement: **NP-Lease of Venue**  
TIN: **004-265-210-000**

Delivery Term: Upon Actual Date of Activity

Payment Term: Within 30 calendar days after receipt of billing.

Location: Within Cebu City/nearby cities/municipalities

Stock No. Unit

Description

Quantity

Unit Cost

Amount

Supplier: **GOLDEN VALLEY HOTEL, INC.**

Address: **Pelaez St., Cebu City**

Contact No.: **0968-563-2563**

Contact Person: **Odette A. Rosell**

Gentlemen:

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

1. Technical Assistance on Writing Good Practice Documentation

Dates: **MAY 2, 2024**

**pax** **MAY 2, 2024**

FULLBOARD: 3 meals, 2 snacks with accommodation (Breakfast as the first provision)

**50** **1,800.00** **90,000.00**

**pax** **MAY 3, 2024**

LIVE OUT: 2 meals and 2 snacks (Breakfast as the first provision and PM snacks as the last provision)

**50** **800.00** **40,000.00**

**2. Technical Assistance on Data Analysis**

Dates: **May 14, 2024**

**pax** **May 14, 2024**

FULLBOARD: 3 meals, 2 snacks with accommodation (Breakfast as the first provision)

**50** **1,800.00** **90,000.00**

**pax** **November 28, 2024**

LIVE OUT: 3 meals, 2 snacks (Breakfast as the first provision and PM snacks as the last provision)

**120** **1,800.00** **216,000.00**

**pax** **November 29, 2024**

LIVE OUT: 2 meals and 2 snacks (Breakfast as the first provision and PM snacks as the last provision)

**120** **800.00** **96,000.00**

**3. FY 2024 WFP Strategic Planning Workshop**

Dates: **September 20, 2024**

**pax** **September 20, 2024**

LIVE OUT: 3 meals, 2 snacks (Breakfast as the first provision and dinner as the last provision)

**50** **1,100.00** **55,000.00**

**meeting** **Venue Rental**

**4** **5,000.00** **20,000.00**

Details: Breakfast, Lunch and Dinner 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- 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.



| 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 the secretariat and for the laptop/projector. - With ample space for workshops or activities like group playing and other structured learning activities. With elevated platform and lectern.</p> <p><b>Lighting System of Conference Room:</b><br/>                     Must have enough white light bulbs and not yellow/dim bulbs to ensure good vision of participants for the entire session.</p> <p><b>Audio Visual Requirement:</b><br/>                     Use of 2 LCD projector in good condition for presentation. - Complete Functional Audio Visual (surround sound system) with at least 6 wireless microphones and 4 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 our own equipment.</p> <p><b>WiFi Connection:</b><br/>                     Available WiFi connection in the function room should be at least 100 Mbps for the downloading, playing of presentation materials and videos required for the training. - Inclusion of LAN Connection as back-up for the training team. Availability of separate comfort rooms for Male &amp; Female within or near the conference room.</p> <p><b>Room requirement:</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/>                     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.<br/>                     The hotel should be able to provide a certificate of Authority to Operate by DOT safety sealed certificate (must be attached for TWG)<br/>                     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> |          |           |        |

PO No. DSWD7-AMP-2024-170

|  |      |   |
|--|------|---|
| Funds Available: <b>RAMONITA B. MONTANEZ</b><br>Administrative Officer IV  |      | ALOBS No.: _____<br>Amount: _____   |
| Signature over Printed Name of Supplier: <i>[Signature]</i><br>Date: <u>April 4, 2024</u>  |      | Conform: <i>[Signature]</i>   |
| 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.  |      | Very truly yours,<br><i>[Signature]</i><br>SHALAINE MARJE S. LUCERO, CESO IV<br>Regional Director |
| (Total Amount in Words) <b>Six Hundred Forty Seven Thousand Pesos</b><br>(Ref: PR No.: DSWD7-24-0251)  |      | Gross Amount: <b>647,000.00</b>   |
| End User: PPPP   |      |   |
| Purpose: Provision of Catering Services and Venue for the participants of the said activity  |      |   |
| Menu:<br>Breakfast: Rice, Soup, 2 main courses (choice of chicken, beef, fish, eggs), 1 dessert (preferably fruits), Drinks (coffee or hot chocolate)<br>Lunch/Dinner: Rice, Soup, 1 Vegetable course, 2 main dishes (pork, fish, chicken and beef)<br>Dessert (choice of fresh fruits, fruit salad or pastries like cake) and natural juices<br>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.)<br>Unlimited supply of Coffee and Purified/mineral Drinking Water<br>Strictly NO serving of cream dory fish, powdered juice and soft drinks |      |   |
| Stock No.  | Unit | Description   |
|  |      | Quantity  |
|  |      | Unit Cost   |
|  |      | Amount  |





# NOTICE OF AWARD



April 2, 2024

**ODETTE A. ROSELL**  
Authorized Representative  
Golden Valley Hotel, Inc.  
Pelaaz St., Cebu City

Dear Ms. Rosell:

Greetings!

We are glad to notify you that the Provision of Board and Lodging, Catering Services and Venue for Technical Assistance on Writing Good Practice Documentation, Technical Assistance on Data Analysis, Annual Program Review Evaluation and Planning Workshop, and FY 2024 WFP Strategic Planning Workshop under RFQ No. DSWD7-2024-0251 is hereby awarded to Golden Valley Hotel, Inc. amounting Six Hundred Forty-Seven Thousand (Php 647,000.00).

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,

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

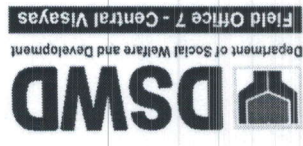
*[Handwritten signature in blue ink]*  
Conformer:

**ODETTE A. ROSELL**  
Authorized Representative

Date: April 4, 2024



# NOTICE TO PROCEED



April 2, 2024

**ODETTE A. ROSELL**  
Authorized Representative  
Golden Valley Hotel, Inc.  
Pelaaz St., Cebu City

Dear Ms. Rosell:

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 Technical Assistance, on Writing Good Practice Documentation, Technical Assistance on Data Analysis, Annual Program Review Evaluation and Planning Workshop, and FY 2024 WFP Strategic Planning Workshop under PO No. DSWD7-AMP-2024-170 amounting to Six Hundred Forty-Seven Thousand (Php 647,000.00), 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 CY 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:

**ODETTE A. ROSELL**  
Authorized Representative

Date:

April 4, 2024