



PURCHASE ORDER

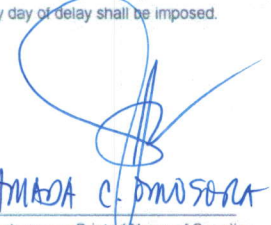

Department of Social Welfare and Development
Field Office VII, Cebu City

Supplier: REYNA'S THE HAVEN AND GARDENS FOOD CATERING SERVICES, INC.	PO No. DSWD7-AMP-2024-171
Address: 0067, Brunidor St., Cogon, Tagbilaran City, Bohol	Date: 04/02/2024
Contact No.: 422-8168 / 0949-475-8288	Mode of Procurement: NP-Lease of Venue
Contact Person: Amada C. Omosora	TIN: 408-336-595-000

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

Place of Delivery: Tagbilaran City or Nearby Municipalities	Delivery Term:	Upon Actual Date of Activity
Date of Delivery: PIs. see dates stated below	Payment Term:	within 30 calendar days after receipt of billing.

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		Provision of Catering Services and Venue for the following activities			
		1. Bohol Provincial Convergence Committee Quarterly Meeting			
		Dates:			
	pax	April 19, 2024 LIVE OUT	30	460.00	13,800.00
	pax	June 21, 2024 LIVE OUT	30	460.00	13,800.00
	pax	September 20, 2024 LIVE OUT	30	460.00	13,800.00
	pax	November 22, 2024 LIVE OUT	30	460.00	13,800.00
	meeting	Venue Rental	4	5,075.00	20,300.00
		2. Bohol Provincial Operations Office Quarterly Meeting			
	pax	April 17, 2024 LIVE OUT	20	460.00	9,200.00
	pax	June 19, 2024 LIVE OUT	20	460.00	9,200.00
	pax	September 19, 2024 LIVE OUT	20	460.00	9,200.00
	pax	November 20, 2024 LIVE OUT	20	460.00	9,200.00
	meeting	Venue Rental	4	5,075.00	20,300.00
		Manner of Serving Food: (AM Snacks as the first provision and PM Snacks as last provision) Lunch 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 "Mulberry A" (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.			
		Space Requirements:			
		Classroom Type shape arrangement with a provision of 1 table for the registration/working table for secretariat and for the laptop/projector.			
		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 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.			
		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.			

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p>Other Requirements: 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. 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>			
		<p>Catering Services: Buffet Meals and Snacks Menu: 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: 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</p>			
		<p>Purpose: Provision of Catering Services and Venue for the participants of the said activity</p>			
		<p>End User: PPPP</p>			
		<p>(Ref: PR No.: DSWD7-24-0267)</p>			
		<p>(Total Amount in Words) One Hundred Thirty Two Thousand Six Hundred Pesos</p>		<p>Gross Amount</p>	<p>132,600.00</p>
<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>					
<p>Conforme:</p>		<p> AMADA C. DAMOSORA Signature over Printed Name of Supplier</p>	<p>Very truly yours,  SHALAINIE MARIE S. LUCERO, CESO IV Regional Director</p>		
<p>Date</p>		<p>4/4/2024</p>			
<p>Funds Available:</p>			<p>ALOBS No. : _____ Amount : _____</p>		

PO No. DSWD7-AMP-2024-171



NOTICE OF AWARD

April 2, 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 Provincial Convergence Committee Quarterly Meeting and Bohol Provincial Operations Office Quarterly Meeting** under RFQ No. **DSWD7-2024-0267** is hereby awarded to **Reyna's the Haven and Gardens Food Catering Services, Inc.** amounting **One Hundred Thirty Two Thousand Six Hundred Pesos (Php 132,600.00).**

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,

SHALAINIE MARIE S. LUCERO, CESO IV
Regional Director

Conforme:

AMADA C. OMOSORA
Authorized Representative

Date: 4/4/24



RECEIVED

PURCHASE REQUEST (PR)

9/4 Time 4:56 by karn

Entity Name : **DSWD Field Office VII**

Fund Cluster:

Office/Section	PR No.	Date			
PANTAWID	20240267	2/27/2024			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Pax	Provision of Food and Venue			
		Title of Activity : Bohol Provincial Convergence Committee Quarterly Meeting			
		19 APRIL 2024 LIVE OUT Lunch, AM and PM snacks (AM snacks as the first provision and PM Snacks as last provision)	30	500.00	15,000.00
		21 JUNE 2024 LIVE OUT Lunch, AM and PM snacks (AM snacks as the first provision and PM Snacks as last provision)	30	500.00	15,000.00
		20 SEPTEMBER 2024 LIVE OUT Lunch, AM and PM snacks (AM snacks as the first provision and PM Snacks as last provision)	30	500.00	15,000.00
		22 NOVEMBER 2024 Lunch, AM and PM snacks (AM snacks as the first provision and PM Snacks as last provision)	30	500.00	15,000.00
		Venue Rental	4	7,000.00	28,000.00
		Venue: Within Tagbilaran City or Nearby Municipalities			
		Title of Activity : Bohol Provincial Operations Office Quarterly Meeting			
		17 APRIL 2024 LIVE OUT Lunch, AM and PM snacks (AM snacks as the first provision and PM Snacks as last provision)	20	500.00	10,000.00
		19 JUNE 2024 LIVE OUT Lunch, AM and PM snacks (AM snacks as the first provision and PM Snacks as last provision)	20	500.00	10,000.00
		18 SEPTEMBER 2024 LIVE OUT Lunch, AM and PM snacks (AM snacks as the first provision and PM Snacks as last provision)	20	500.00	10,000.00
		20 NOVEMBER 2024 LIVE OUT Lunch, AM and PM snacks (AM snacks as the first provision and PM Snacks as last provision)	20	500.00	10,000.00
		Venue Rental	4	7,000.00	28,000.00
		Venue: Within Tagbilaran City or Nearby Municipalities			

Menu:

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.

Manner of Serving Food: Lunch should be served as assisted buffet

Requirement/Inclusions:

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 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.

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)*

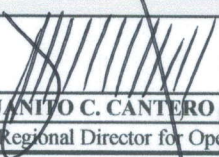
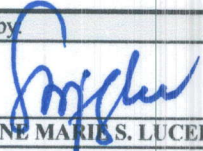
Hotel must be a smoke-free zone in compliance with RA 9211 with a No Smoking Poster visible at the lobby or front desk. There should also be a No Human Trafficking Poster.


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.

TOTAL

156,000.00

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

Learning and Development Section
 TWG by: 
 Date: 2/28/24

CERTIFIED that the above request is/are included in the APP/PPM/P & with complete supporting documents:

AILEEN G. CUEVAS
 Head, BAC Secretariat
 MAR 04 2024
 DATE

CERTIFIED FUNDS ALLOCATED FOR THIS PURPOSE.
 SAA #: VII-10 FME
 PAP: 4fx


JANEL P. DEMAPE
 TRUST OFFICER III