



PURCHASE ORDER

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




Supplier: KEW HOTEL Address: JA. Clarin St., Dampas , Tagbilaran City Contact No.: 0998-243-5238 Contact Person: Mark Peter S. Bacarisas	PO No. DSWD7-AMP-2024-174 Date: 04/02/2024 Mode of Procurement: NP-Lease of Venue TIN: 933-701-116-000
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Gentlemen:

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

Place of Delivery:	Within Tagbilaran City and other nearby Cities		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 Services and Venue for the Quarterly Consultation Dialogues with Bohol Province LSWDOs			
		Dates:			
	pax	April 5, 2024 FULL BOARD: Breakfast, Lunch, Dinner, AM & PM Snacks	50	2,000.00	100,000.00
	pax	JUNE 21, 2024 FULL BOARD: Breakfast, Lunch, Dinner, AM & PM Snacks	50	2,000.00	100,000.00
		Details: should be served through managed 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 " Mezzanine A & B " (7AM - 9PM) 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: U-Shape 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 an elevated platform and lectern.</p> <p>WIFI Connection: Available WIFI connection in the function room should be at least 100mbps for the downloading, playing of presentation materials and videos required for the training. Inclusion of LAN Connection as back-up for training team. Availability of separate comfort rooms for Male & Female within or near the conference room.</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. Available whiteboard, extension cords, and Philippine Flag. No electrical charge for the use of our own equipment.</p> <p>Room requirements: Double/triple sharing with separate bed for each pax. 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.</p> <p>Other Requirements Provision of Backdrop and Welcome streamers/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. The Hotel must be a smoke-free zone in compliance with RA 9211</p> <p>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>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: Menu: Breakfast, Lunch, Dinner Buffet Breakfast: Rice, Soup, 3 main courses (choice of chicken, beef, fish), 1 dessert (preferably fruits), Drinks (coffee or hot chocolate) Buffet Lunch/Dinner: Rice, Soup, 3 main dishes (vegetable, fish, chicken and beef) Dessert (choice of fresh fruits, fruit salad or pastries like cake) and natural juices Strictly NO serving of cream dory, powder juice and soft drinks AM/PM Snacks: Preferably Sandwich, Pizza or Pasta with Natural juices Others: Must be Natural Juices (like Lemon grass, Calamansi, Buko, Watermelon or Cucumber juice) Flowing Coffee/ Purified Drinking Water Strictly NO serving of soft drinks Purpose: Provision of Board and Lodging, Catering Services and Venue for the participants of the said activity End User: PPD-TAAORSS (Ref: PR No.: DSWD7-24-0288)			
(Total Amount in Words)		Two Hundred Thousand Pesos		Gross Amount	200,000.00
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:  MARK PETER S. BACARLAS Signature over Printed Name of Supplier 4-4-2024 Date		Very truly yours,  SHALAINÉ MARIE S. LUCERO, CESO IV Regional Director			
Funds Available:  RAMONITA B. MONTANEZ Administrative Officer IV			ALOBS No. : _____ Amount : _____		

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