



PURCHASE ORDER

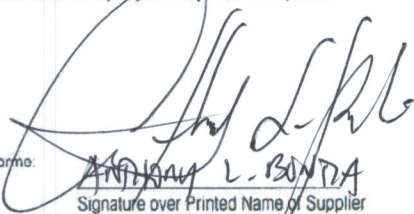


Department of Social Welfare and Development
Field Office VII, Cebu City

Supplier: ZLA CATERING SERVICES Address: Purok Tambis, Yati, Liloan, Cebu Contact No.: 0923-519-7500 Contact Person: Anthony Bontia	PO No. DSWD7-AMP-2024-200 Date: 04/08/2024 Mode of Procurement: NP-Lease of Venue TIN: 172-938-532
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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 Catering Services and Venue for the following activities			
		1. Cebu Cluster 4 Quarterly Meeting			
		<u>Dates:</u>			
	pax	April 12, 2024 <i>Liveout: AM snacks as the first provision and PM snacks as the last provision</i>	95	495.00	47,025.00
	pax	June 18, 2024 <i>Liveout: AM snacks as the first provision and PM snacks as the last provision</i>	95	495.00	47,025.00
	pax	September 27, 2024 <i>Liveout: AM snacks as the first provision and PM snacks as the last provision</i>	95	495.00	47,025.00
	pax	November 22, 2024 <i>Liveout: AM snacks as the first provision and PM snacks as the last provision</i>	95	495.00	47,025.00
	meeting	Venue Rental	4	5,000.00	20,000.00
		2. Strengthening Team Connections Among Cebu Cluster 4 Pantawid Pamilyang Pilipino Workforce Through Various Wellbeing Activities			
		<u>Date:</u>			
	pax	December 13, 2024 <i>Liveout: AM snacks as the first provision and PM snacks as the last provision</i>	95	495.00	47,025.00
	meeting	Venue Rental	1	5,000.00	5,000.00
		Details: Lunch should be served as an assisted buffet while snacks as individual plates			
		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 "ZLA Function Hall" (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
		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.			
		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			
		Purpose: Provision of Catering Services and Venue for the participants of the said activity			
		End User: PPPP			
		(Ref: PR No.: DSWD7-24-0250)			
		(Total Amount in Words) Two Hundred Sixty Thousand One Hundred Twenty Five Pesos		Gross Amount	260,125.00
<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>					
Conforms:  Signature over Printed Name of Supplier APR 11 2024 Date			Very truly yours, SHALAINIE MARIE S. LUCERO, CESO IV Regional Director 		
Funds Available:  RAMONITA B. MONTANEZ AOIV / OIC-Accounting Section			ALOBS No. : _____ Amount : _____		

PO No. DSWD7-AMP-2024-200

NOTICE OF AWARD

April 8, 2024

ANTHONY BONTIA

Authorized Representative

ZLA Catering Services

Purok Tambis, Yati, Liloan, Cebu

Dear **Mr. Bontia**:

Greetings!

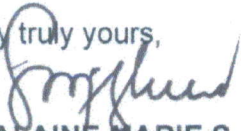
We are glad to notify you that the **Provision of Catering Services and Venue for Cebu Cluster 4 Quarterly Meeting and Strengthening Team Connections Among Cebu Cluster 4 Pantawid Pamilyang Pilipino Workforce Through Various Wellbeing Activities** under RFQ No. **DSWD7-2024-0250** is hereby awarded to **ZLA Catering Services** amounting **Two Hundred Sixty Thousand One Hundred Twenty-Five Pesos (260,125.00)**.

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.

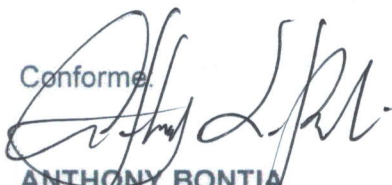
Thank you.

Very truly yours,



SHALAINE MARIE S. LUCERO, CESO IV
Regional Director

Conforme:



ANTHONY BONTIA
Authorized Representative

Date: APR 11 2024

NOTICE TO PROCEED

April 8, 2024

ANTHONY BONTIA
Authorized Representative
ZLA Catering Services
Purok Tambis, Yati, Liloan, Cebu

Dear **Mr. Bontia**:

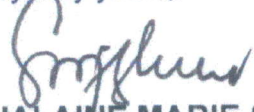
Greetings!

Please be informed that you may now proceed as the Service Provider for the contract entitled **Provision of Catering Services and Venue for Cebu Cluster 4 Quarterly Meeting and Strengthening Team Connections Among Cebu Cluster 4 Pantawid Pamilyang Pilipino Workforce Through Various Wellbeing Activities** under **PO No. DSWD7-AMP-2024-200** amounting to **Two Hundred Sixty Thousand One Hundred Twenty-Five Pesos (260,125.00)**, inclusive of all applicable government taxes.

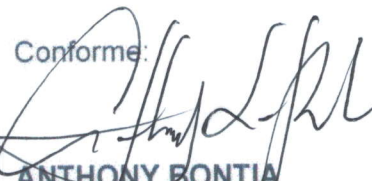
This Notice binds you to your price proposal, schedule of requirements, technical specifications, and other terms and conditions stipulated in the Purchase Order. Please note that complete delivery of goods/services shall be made on CY 2024.

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:


ANTHONY BONTIA
Authorized Representative

Date: APR 11 2024