



PURCHASE ORDER

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

Supplier: MANHATTAN SUITES INN Address: South Road, Calindagan, Dumaguete City Contact No.: 035-422-8200 Contact Person: Richel A. Gonzalo Gentlemen:	PO No. DSWD7-AMP-2024-203 Date: 04/08/2024 Mode of Procurement: NP-Lease of Venue TIN: 283-587-761-0000
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Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery:	Within Dumaguete City or within Negros Oriental	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 Catering Services and Venue for the NEGROS PROVINCIAL OPERATIONS OFFICE (POO) MEETING			
		Dates:			
	pax	April 19, 2024 <i>Liveout: AM snacks as the first provision and PM snacks as the last provision</i>	25	500.00	12,500.00
	pax	June 21, 2024 <i>Liveout: AM snacks as the first provision and PM snacks as the last provision</i>	25	500.00	12,500.00
	pax	September 27, 2024 <i>Liveout: AM snacks as the first provision and PM snacks as the last provision</i>	25	500.00	12,500.00
	pax	December 10, 2024 <i>Liveout: AM snacks as the first provision and PM snacks as the last provision</i>	25	500.00	12,500.00
	meeting	Venue Rental	4	7,000.00	28,000.00
		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 "Elena 2" (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:</p> <p>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>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</p> <p>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 End User: PPPP</p>			
		(Ref: PR No.: DSWD7-24-0270)			
(Total Amount in Words)		Seventy Eight Thousand Pesos		Gross Amount	78,000.00
<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>					
<p>Conforme:</p> <p><i>Ruth Sarah N. Lim</i></p> <p>Signature over Printed Name of Supplier</p> <p>APR 16 2024</p> <p>Date</p>		<p>Very truly yours,</p> <p>SHALAINÉ MARIE S. LUCERO, CÉSO IV Regional Director</p>			
<p>Funds Available:</p> <p><i>Ramonita B. Montanez</i></p> <p>RAMONITA B. MONTANEZ AOIV / OIC, Accounting Section</p>		<p>ALOPS No. : _____</p> <p>Amount : _____</p>			

FO No. DSWD7-AMP-2024-203

NOTICE OF AWARD

April 8, 2024

RUTH SARAH N. LIM
Authorized Representative
Manhattan Suites Inn
Calindagan, Dumaguete City, Negros Oriental

Dear **Ms. Lim**:

Greetings!

We are glad to notify you that the **Provision of Catering Services and Venue** for the conduct of **Negros Provincial Operations Office (POO) Meeting** under **RFQ No. DSWD7-2024-0270** is hereby awarded to **Manhattan Suites Inn** amounting **Seventy-Eight Thousand Pesos (Php 78,000.00)**.

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,

SHALAINIE MARIE S. LUCERO, CESO IV
Regional Director

Conforme


RUTH SARAH N. LIM
Authorized Representative

Date: _____

APR 16 2024

NOTICE TO PROCEED

April 8, 2024

RUTH SARAH N. LIM
Authorized Representative
Manhattan Suites Inn
Calindagan, Dumaguete City, Negros Oriental

Dear **Ms. Lim**:

Greetings!

Please be informed that you may now proceed as the Service Provider for the contract entitled **Provision of Catering Services and Venue** for the conduct of **Negros Provincial Operations Office (POO) Meeting** under **PO No. DSWD7-AMP-2024-203** amounting to **Seventy-Eight Thousand Pesos (Php 78,000.00)**, 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 April 19, June 21, September 27, and December 10, 2024.

Kindly affix your signature and the corresponding date in the space provided below:

Very truly yours,

SHALAINIE MARIE S. LUCERO, CESO IV
Regional Director

Conformer


RUTH SARAH N. LIM
Authorized Representative

Date: APR 16 2024