



Department of Social Welfare and Development

PURCHASE ORDERDepartment of Social Welfare and Development
Field Office VII, Cebu City

Supplier: GOLDEN VALLEY HOTEL, INC.	PO No. DSWD7-AMP-2024-579
Address: Pelaez St., Cebu City	Date: 07/11/2024
Contact No.: 0968-563-2563	Mode of Procurement: NP-Lease of Venue
Contact Person: Odette A. Rosell	TIN: 004-265-210-000

Gentlemen:

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

Place of Delivery:	Mandaue City	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 MONTHLY REGIONAL MANAGEMENT AND DEVELOPMENT CONFERENCE FOR FY 2024			
	pax	JULY 15, 2024 <i>LIVE OUT: AM snacks as the first provision and PM snacks as last provision</i>	65	500.00	32,500.00
	pax	AUGUST 19, 2024 <i>LIVE OUT: AM snacks as the first provision and PM snacks as last provision</i>	65	500.00	32,500.00
	pax	SEPTEMBER 16, 2024 <i>LIVE OUT: AM snacks as the first provision and PM snacks as last provision</i>	65	500.00	32,500.00
	pax	OCTOBER 21, 2024 <i>LIVE OUT: AM snacks as the first provision and PM snacks as last provision</i>	65	500.00	32,500.00
	pax	NOVEMBER 18, 2024 <i>LIVE OUT: AM snacks as the first provision and PM snacks as last provision</i>	65	500.00	32,500.00
	pax	DECEMBER 16, 2024 <i>LIVE OUT: AM snacks as the first provision and PM snacks as last provision</i>	65	500.00	32,500.00
	meeting	Venue Rental	6	7,000.00	42,000.00
		Details: Lunch, AM and PM snacks (to 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.			

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p>Amenities</p> <p>Requirements/inclusions</p> <p>Conference Room Requirement</p> <p>Use of one (1) Function Room "Alicia Hall" (7AM-9PM 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.</p> <p>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 and Female within or near the conference room.</p> <p>Space Requirement:</p> <p>Conference Type/ World Cafe 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>Lighting system of Conference room:</p> <p>Must have enough white light bulbs and not yellow/dim bulbs to ensure good vision of participants for the entire session.</p> <p>Audio Visual Requirement:</p> <p>Use of 1 LCD projector in good condition for presentation. Complete functional Audio Visual (surround sound system) with at least 4 wireless microphones. 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/extension wires, and Philippine Flag. No electrical charge for the use of our own equipment.</p> <p>WIFI Connection:</p> <p>Available of strong WIFI connection in the function room for the downloading, playing of presentation materials and videos required for the training. (atleast 20 mbps for 50 pax;) Inclusion of LAN Connection as back-up for the training team.</p> <p>Other Requirements:</p> <p>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. 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.</p> <p>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>			

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		Catering Services: Buffet Meals and Snacks Breakfast: Rice, Soup - 3 main courses (choice of pork, chicken, beef, fish, eggs) - 1 dessert (preferably fruits) Drinks (coffee, hot chocolate or juice) Lunch/Dinner: Rice, Soup - 1 Vegetable course - 3 main dishes (pork, fish, chicken and beef) - Fresh Fruit Juice Dessert (choice of fresh fruits, fruit salad or pastries like cake) AM/PM Snacks: Variation of pasta, bread, pastries, burgers, pizza, native snacks and natural/local juice (like Lemonade, Calamansi, Buko, Watermelon or Cucumber, etc.) Unlimited supply of Coffee and Purified/mineral Drinking Water Strictly NO serving of cream dory fish, powdered juice and soft drinks Strictly NO serving of Pansit as viand			
		Purpose: Provision of Catering Services and Venue for the participants of the said activity End User: PPD			


(Ref: PR No.: DSWD7-24-0502)

(Total Amount in Words)	Two Hundred Thirty Seven Thousand Pesos		Gross Amount	237,000.00
--------------------------------	--	--	---------------------	-------------------

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.

Very truly yours,

SHALAINÉ MARIE S. LUCERO, CESO IV
 Regional Director

Conforme: 
 Signature over Printed Name of Supplier
 JUL 12 2024
 Date

Funds Available: PAOLO GILBERTO B. CAPUL, CPA Regional Accountant	ALOBS No. : _____ Amount : _____
---	-------------------------------------

PO No. DSWD7-AMP-2024-579