



PURCHASE ORDER

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

Supplier: **ONE CENTRAL HOTEL AND SUITES CORP.**

Address: 9-10/F One Central Tower, L. Kilat St., Cor. Sanciangko, Cebu City

Contact No.: 0998-586-1678

Contact Person: Michael Español

Gentlemen:

PO No. **DSWD7-AMP-2024-003**

Date: **01/02/2024**

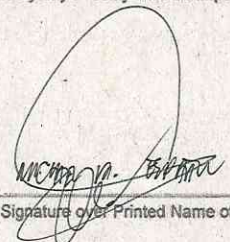

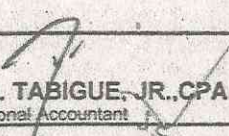
Mode of Procurement: NP-Lease of Venue

TIN: 009-843-414-000

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

Place of Delivery:		within Cebu City or 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 following activities					
		A: CONSULTATION DIALOGUE WITH LGUs FOR FUND TRANSFER IMPLEMENTATION (CEBU PROVINCE)					
		Dates:					
		1st Batch - South LGUs					
	pax	February 20, 2024 Fullboard: Breakfast, Lunch, Dinner, AM & PM snacks, Accommodation	124	2,300.00	285,200.00		
	pax	February 21, 2024 Liveout: Breakfast, Lunch, AM & PM snacks	124	650.00	80,600.00		
		2nd Batch - North LGUs					
	pax	February 22, 2024 Fullboard: Breakfast, Lunch, Dinner, AM & PM snacks, Accommodation	119	2,300.00	273,700.00		
	pax	February 23, 2024 Liveout: Breakfast, Lunch, AM & PM snacks	119	650.00	77,350.00		
		B. TECHNICAL WRITING TRAINING CUM POST EVALUATION AND PLANNING WORKSHOP FOR SOCPEN STAFF					
		Dates:					
	pax	October 9, 2024 Fullboard: Breakfast, Lunch, Dinner, AM & PM snacks, Accommodation	50	2,300.00	115,000.00		
	pax	October 10, 2024 Fullboard: Breakfast, Lunch, Dinner, AM & PM snacks, Accommodation	50	2,300.00	115,000.00		
	pax	October 11, 2024 Liveout: Breakfast, Lunch, Dinner, AM & PM snacks	50	1,000.00	50,000.00		
		Details: Breakfast as the first provision and PM snacks as last provision <i>Breakfast, Lunch and Dinner should be served as assisted buffet</i>					
		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 "Molave Grand Ballroom" (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).</p> <p>Availability of separate comfort rooms for Male & Female within or near the conference room. (RA 9593 or the Tourism Act of 2009)</p> <p>Space Requirements:</p> <p>World Cafe Arrangement. With a maximum of 50% operational capacity and 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:</p> <p>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</p> <p>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:</p> <p>Use of 1 LCD projector in good condition for presentation. Complete Functional Audio Visual (surround system) with at least 3 wireless microphones and 2 with wire. There has to be a standby operator to assist in the AV needs and the 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.</p> <p>Room Requirements:</p> <p>A. Consultation Dialogue with LGUs for Fund Transfer Implementation (Cebu Province)</p> <p>- double/triple sharing with separate bed for each pax that a distance of 1 to 2 meters between the beds is highly required.</p> <p>B. Technical Writing Training Cum Post Evaluation and Planning Workshop for SocPen Staff</p> <p>- Triple sharing with separate bed for each pax that a distance of 1 to 2 meters between the beds is highly required.</p> <p>Preferably assigned rooms must be in 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 of at least 100mbps</p>			

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		Other Requirements <ul style="list-style-type: none">• 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) Guest must be provided with a Health Declaration Form upon check in and sanitation kit shall be provided for each guest which may include 70% solution alcohol or alcohol-based sanitizers and face masks together with bathroom amenities (RA 9593 or the Tourism Act of 2009) 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. 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.			
		Catering Services: Buffet Meals and Snacks Breakfast: Rice, Soup, 3 main courses (choice of chicken, beef, fish), 1 dessert (preferably fruits), Drinks (coffee or hot chocolate) Lunch: Rice, Soup, 1 vegetable dish, 2 main dishes (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, etc) Unlimited supply of Coffee and Purified/mineral drinking water Strictly NO serving of cream dory fish, powder juice, C2 and soft drinks Purpose: Provision of Board and Lodging, Catering Services and Venue for the participants of the said activity			
		End User: Social Pension (Ref: PR No.: DSWD7-24-0024 & 0034)			
(Total Amount in Words)		Nine Hundred Ninety Six Thousand Eight Hundred Fifty Pesos		Gross Amount	996,850.00
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:		Very truly yours,  SHALAINA MARIE S. LUCERO, CESO IV Regional Director			
	Signature over Printed Name of Supplier				
	January 9, 2024				
	Date				
Funds Available:	 SOFRONIO S. TABIGUE, JR., CPA Regional Accountant		ALOPS No.: _____ Amount : _____		

PQ No. DSIWD7-AMP-2024-003

NOTICE TO PROCEED

January 2, 2024

MICHAEL ESPAÑOL
Sales Manager
One Central Hotel and Suites Corp.
9-10/F One Central Tower, L. Kilat St., Cor.
Sanciangko, Cebu City


Dear Mr. Español:

Please be informed that you may now proceed as the Service Provider for the contract entitled **Provision of Board and Lodging, Catering Services and Venue for the following activities of Social Pension: Consultation Dialogue with LGUs for Fund Transfer Implementation (Cebu Province) and Technical Writing Training Cum Post Evaluation and Planning Workshop for SoCPen Staff under PO No. DSWD7-AMP-2024-003** amounting to **Nine Hundred Ninety Six Thousand Eight Hundred Fifty Pesos (Php 996,850.00)**, 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 February 20-24, 2023 and October 9-11, 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

Conforme:


MICHAEL ESPAÑOL
Sales Manager

Date: January 9, 2024

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NOTICE OF AWARD

January 2, 2024

MICHAEL ESPAÑOL

Sales Manager

One Central Hotel and Suites Corp.

9-10/F One Central Tower, L. Kilat St., Cor.

Sanciangko, Cebu City

Dear Mr. Español:

We are glad to notify you that the Provision of Board and Lodging, Catering Services and Venue for the following activities of Social Pension: Consultation Dialogue with LGUs for Fund Transfer Implementation (Cebu Province) and Technical Writing Training Cum Post Evaluation and Planning Workshop for SoCPen Staff under RFQ No. DSWD7-2024-0024 and 2024-0034 is hereby awarded to One Central Hotel and Suites Corp. amounting Nine Hundred Ninety Six Thousand Eight Hundred Fifty Pesos (Php 996,850.00).

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


SHALAINA MARIE S. LUCERO, CESO IV
Regional Director

Conforme:


MICHAEL ESPAÑOL
Sales Manager

Date: January 9, 2024