



PURCHASE ORDER

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

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| Supplier: PH AND HK FAMILY CORPORATION / SOUTHVIEW HOTEL Address: Brgy. Banilad, Dumaguete City, Negros Oriental Contact No.: 0917-129-1615 Contact Person: Helen C. Valiente | PO No. DSWD7-AMP-2024-004 Date: 01/02/2024 Mode of Procurement: NP-Lease of Venue TIN: 009-881-138-000 |
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Gentlemen:

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

| Place of Delivery: | Dumaguete City or Nearby Cities/Municipalities | 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 following activities | | | |
| | | A. Consultation Dialogue with LGUs for Fund Transfer Implementation (Negros Oriental Province) | | | |
| | | 1st Batch | | | |
| | pax | February 26, 2024 Fullboard: Breakfast, AM snacks, Lunch, PM snacks, Dinner and Accommodation) | 60 | 2,100.00 | 126,000.00 |
| | pax | February 27, 2024 Liveout: Breakfast, AM snacks, Lunch, PM snacks) | 60 | 800.00 | 48,000.00 |
| | | 2nd Batch | | | |
| | pax | February 28, 2024 Fullboard: Breakfast, AM snacks, Lunch, PM snacks, Dinner and Accommodation) | 60 | 2,100.00 | 126,000.00 |
| | pax | February 29, 2024 Liveout: Breakfast, AM snacks, Lunch, PM snacks) | 60 | 800.00 | 48,000.00 |
| | | B. Program Implementation Review (Negros Oriental and Siquijor Province 2nd Batch) | | | |
| | | Dates: | | | |
| | pax | July 16, 2024 Fullboard: Breakfast, AM snacks, Lunch, PM snacks, Dinner and Accommodation) | 70 | 2,100.00 | 147,000.00 |
| | pax | July 17, 2024 Fullboard: Breakfast, AM snacks, Lunch, PM snacks, Dinner and Accommodation) | 70 | 2,100.00 | 147,000.00 |
| | pax | July 18, 2024 Liveout: Breakfast, AM snacks, Lunch, PM snacks and Dinner) | 70 | 1,100.00 | 77,000.00 |
| | | Details: Breakfast as the first provision and PM snacks as last provision <i>Breakfast and Lunch 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 "RTA" (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>Other Requirements</p> <ul style="list-style-type: none"> • Provision of Backdrop or digital lobby posting. <p>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)</p> <p>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)</p> | | | |

| Stock No. | Unit | Description | Quantity | Unit Cost | Amount |
|--------------------------------|------|--|----------|---------------------|-------------------|
| | | <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> | | | |
| | | <p>Catering Services: Buffet Meals and Snacks</p> <p>Breakfast: Rice, Soup, 3 main courses (choice of chicken, beef, fish), 1 dessert (preferably fruits), Drinks (coffee or hot chocolate)</p> <p>Lunch/Dinner: Rice, Soup, 1 vegetable dish, 2 main dishes (pork, fish, chicken and beef)</p> <p>Dessert (choice of fresh fruits, fruit salad or pastries like cake) and natural juices</p> <p>AM / PM Snacks: variation of Pasta, bread, pastries, burgers, pizza, native snacks and natural/local juice (Like Lemon grass, Calamansi, Buko, etc)</p> <p>Unlimited supply of Coffee and Purified/mineral drinking water</p> <p>Strictly NO serving of cream dory fish, powder juice, C2 and soft drinks</p> | | | |
| | | <p>Purpose: Provision of Board and Lodging, Catering Services and Venue for the participants of the said activity</p> | | | |
| | | <p>End User: Social Pension</p> | | | |
| | | <p>(Ref: PR No.: DSWD7-24-0022)</p> | | | |
| (Total Amount in Words) | | Seven Hundred Nineteen Thousand Pesos | | Gross Amount | 719,000.00 |

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,

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Conforme: HENSON C. VAMBOTÉ

Signature over Printed Name of Supplier

January 9, 2024

Date

Shalaine Marie S. Lucero

SHALAINÉ MARIE S. LUCERO, CESO IV
Regional Director

Funds Available:

SOFRONIO S. TABIGUE, JR., CPA
Regional Accountant

ALOBS No. : _____

Amount : _____

PO No. DSWD7-AMP-2024-004

NOTICE OF AWARD

January 2, 2024

HELEN C. VALIENTE
Authorized Representative
PH and HK Family Corporation / Southview Hotel
Brgy. Banilad, Dumaguete City, Negros Oriental

Dear **Ms. Valiente**:

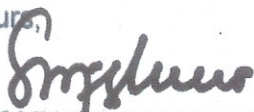
We are glad to notify you that the **Provision of Board and Lodging, Catering Services and Venue for Consultation Dialogue with LGUs for Fund Transfer Implementation (Negros Oriental Province and Program Implementation Review (Negros Oriental and Siquijor Province 2nd Batch) under RFQ No. DSWD7-2024-0028** is hereby awarded to **PH and HK Family Corporation / Southview Hotel** amounting **Seven Hundred Nineteen Thousand Pesos (Php 719,000.00)**.

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,



SHALAINE MARIE S. LUCERO, CESO IV
Regional Director

Conforme:



HELEN C. VALIENTE
Authorized Representative

Date: January 9, 2024

NOTICE TO PROCEED

January 2, 2024

HELEN C. VALIENTE
Authorized Representative
PH and HK Family Corporation / Southview Hotel
Brgy. Banilad, Dumaguete City, Negros Oriental


Dear **Ms. Valiente**:

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 Consultation Dialogue with LGUs for Fund Transfer Implementation (Negros Oriental Province and Program Implementation Review (Negros Oriental and Siquijor Province 2nd Batch)** under PO No. **DSWD7-AMP-2024-004** amounting to **Seven Hundred Nineteen Thousand Pesos (Php 719,000.00)**, 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 February 26-29, 2024 and July 16-18, 2024.

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

Very truly yours,



SHALAINE MARIE S. LUCERO, CESO IV
Regional Director

Conforme:



HELEN C. VALIENTE
Authorized Representative

Date: January 9, 2024

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