



PURCHASE ORDER

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

Supplier: GOLDEN VALLEY HOTEL, INC. Address: Pelaez St., Cebu City Contact No.: 0968-563-2563 / 0968-563-2563 Contact Person: Odette A. Rosell / Dioda Libosana	PO No. DSWD7-AMP-2024-025 Date: 02/08/2024 Mode of Procurement: NP-Lease of Venue TIN: 004-265-210-000
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Gentlemen:

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

Place of Delivery:	within Metro Cebu	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			
		Date:			
	pax	February 16, 2024	65	500.00	32,500.00
	pax	March 25, 2024	65	500.00	32,500.00
	pax	April 29, 2024	65	500.00	32,500.00
	pax	May 27, 2024	65	500.00	32,500.00
	pax	June 24, 2024	65	500.00	32,500.00
	meeting	Venue Rental	5	7,000.00	35,000.00
		<i>Liveout: AM snacks as the first provision and PM snacks as last provision</i>			
		Details: 1 meal (Lunch) and AM & 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.			
		Amenities <u>Requirements/inclusions</u>			
		Conference Room Requirement Use of one (1) Function Room "Alicia "6&5" (7AM-6PM 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. 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 & Female within or near the conference room. (RA 9593 or the Tourism Act of 2009)			
		Space Requirements: Conference Type/World Cafe Arrangement. With a maximum of 50% operational capacity. 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.			

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		<p>WiFi Connection: 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 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: Use of 1 LCD projector in good condition for presentation. Complete Functional Audio Visual (surround system) with at least 2 wireless microphones and 1 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. 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>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> <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>			


Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		Catering Services: Buffet Meals and Snacks 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: 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 Catering Services and Venue for the participants of the said activity End User: PPD-PDPS			
		(Ref: PR No.: DSWD7-24-0072)			

(Total Amount in Words)	One Hundred Ninety Seven Thousand Five Hundred Pesos		Gross Amount	197,500.00
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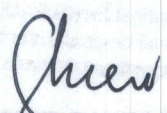
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Very truly yours,

Conforme:


 Signature over Printed Name of Supplier

 2/9/2024
 Date


SHALAINIE MARIE S. LUCERO, CESO IV
 Regional Director

Funds Available:	SOFRONIO S. TABIGUE, JR., CPA Regional Accountant	ALOBS No. : _____ Amount : _____
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