

 <b>DSWD</b> <small>Department of Social Welfare and Development</small>		<b>PURCHASE ORDER</b> Department of Social Welfare and Development Field Office VII, Cebu City			
Supplier: <b>ALTA BOHOL GARDEN RESORT INC.</b>		PO No. <b>DSWD7-AMP-2024-050</b>		Date: <b>2/15/2024</b>	
Address: Sitio Mambu, San Isidro, Baclayon, Bohol		Mode of Procurement: NP-Lease of Venue		TIN: 009-415-143-000	
Contact No.: 0943-141-2440 / 0906-536-8170					
Contact Person: Christine Malait					
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery:		Panglao Bohol / Nearby Municipalities		Delivery Term:	
Date of Delivery:		Pls. see dates stated below		Payment Term:	
				Upon Actual Date of Activity	
				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 <b>CONSULTATION DIALOGUE WITH LGUs FOR FUND TRANSFER IMPLEMENTATION (BOHOL PROVINCE)</b>			
		Dates:			
	pax	1ST BATCH <b>MARCH 12, 2024</b> ↗ <i>Fullboard: Breakfast, AM snacks, Lunch, PM snacks, Dinner and accommodation</i>	111	2,300.00	255,300.00
	pax	<b>MARCH 13, 2024</b> ↗ <i>Liveout: Breakfast, AM snacks, Lunch, PM snacks</i>	111	750.00	83,250.00
	pax	2ND BATCH <b>MARCH 14, 2024</b> ↗ <i>Fullboard: Breakfast, AM snacks, Lunch, PM snacks, Dinner and accommodation</i>	110	2,300.00	253,000.00
	pax	<b>MARCH 15, 2024</b> ↗ <i>Liveout: Breakfast, AM snacks, Lunch, PM snacks</i>	110	750.00	82,500.00
<b>Manning of Serving Food:</b> Breakfast, Lunch and Dinner should be served as assisted buffet					
<b>Neighborhood Data</b> 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.					
<b>Amenities</b> <b>Requirements/inclusions</b> <b>Conference Room Requirement</b> Use of one (1) Function Room "CPG-Tubigon" (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. 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)					
<b>Space Requirements:</b> 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.					



Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p><b>WIFI Connection:</b> 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 &amp; Female within or near the conference room.</p>			
		<p><b>Lighting System</b> Must have enough white light bulbs and not yellow/dim bulbs to ensure a good visual of participants for the entire session.</p>			
		<p><b>Audio Visual Requirements:</b> 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><b>Room Requirements</b> Triple sharing with separate bed for each pax that a distance of 1 to 2 meters between the beds is highly required. Preferably assigned rooms must be in the 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 free provision of bottled water and basic toiletries like soap &amp; 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>			
		<p><b>Other Requirements</b> Provision of Backdrop or digital lobby posting. 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). Guests 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><b>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.</b></p>			



