



## PURCHASE ORDER

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

<b>Supplier:</b> <b>ONE CENTRAL HOTEL AND SUITES CORP.</b> <b>Address:</b> 9-10/F One Central Tower, L.Kilat St., Cor. Sanciango, Cebu City <b>Contact No.:</b> 0998-586-1678 <b>Contact Person:</b> Michael Español	<b>PO No.</b> <b>DSWD7-AMP-2024-074</b> <b>Date:</b> <b>2/28/2024</b> <b>Mode of Procurement:</b> NP-Lease of Venue <b>TIN:</b> 009-843-414-000
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Gentlemen:


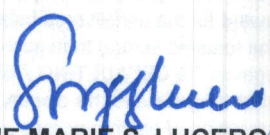

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery:	Cebu 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 conduct of <b>ASSISTANCE TO INDIVIDUAL IN CRISIS SITUATION MONTHLY</b>			
	pax	<i>March 29, 2024</i>	80	500.00	40,000.00
	pax	<i>April 26, 2024</i>	80	500.00	40,000.00
	pax	<i>May 31, 2024</i>	80	500.00	40,000.00
	pax	<i>June 30, 2024</i>	80	500.00	40,000.00
	pax	<i>July 28, 2024</i>	80	500.00	40,000.00
	pax	<i>August 25, 2024</i>	80	500.00	40,000.00
	pax	<i>September 29, 2024</i>	80	500.00	40,000.00
	pax	<i>October 27, 2024</i>	80	500.00	40,000.00
	pax	<i>November 24, 2024</i>	80	500.00	40,000.00
	pax	<i>December 15, 2024</i>	80	500.00	40,000.00
	meeting	<b>Venue Rental</b>	10	5,000.00	50,000.00
		<b>Details:</b> Liveout : AM snacks as first provision and PM snacks as last provision <b>Lunch, AM and PM snacks</b>			
		<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 " <b>Sequoia Uno</b> " (7AM-6PM as the maximum) that can accommodate double of the indicated number of pax. No middle obstructing post / object per function / conference room. No changing of assigned function room during the duration of the activity. Elevator must be available on the floor where the function room is located.  Banquet tables that can accommodate ten (10) guests must accommodate only five (5) guests. 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			



Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p><b>Space Requirements:</b>            Conference Type/World Café 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 elevated platform and lectern. Subject to change: Compliant to the existing IATF restriction guidelines.</p> <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 2 LCD projector, 2 projector screen and or LED screen and laptop for presentation. A camera for the virtual attendee. Complete functional Audio Visual Equipment with at least 3 microphones, preferably wireless. There has to be standby operator to assist in the AV needs. Audio Visual must be set up at least 1 hour before the activity. No electrical charge for the use of own equipment. Available of WIFI connection in the function room for the downloading, playing of presentation materials and videos required for the training and for the online activity.</p> <p><b>Other Requirements</b>  <ul style="list-style-type: none"> <li>• 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)</li> </ul>           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><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>			

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<b>Catering Services: Buffet Meals and Snacks</b> <b>Lunch:</b> Rice, Soup, 2 main dishes (choices of Beef/Pork/Chicken/Fish-fish is not cream dory), 1 main dish: Vegetables, Dessert / Fruits, Drinks <b>AM/PM Snacks:</b> Variation of pasta, bread, native snacks and natural/local juice such as calamansi, buko, etc. <b>Strictly No serving</b> of Cream dory Fish <b>Strictly No serving</b> of softdrinks			
		<b>Purpose:</b> Provision of Catering Services and Venue for the participants of the said activity <b>End User:</b> CIS  (Ref: PR No.: DSWD7-24-0108)			
<b>(Total Amount in Words)</b>		<b>Four Hundred Fifty Thousand Pesos</b>		<b>Gross Amount</b>	<b>450,000.00</b>
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:	 ANA JANE M. TRUERA Signature over Printed Name of Supplier		Very truly yours,	 <b>SHALAINIE MARIE S. LUCERO, CESO IV</b> Regional Director	
	<u>3/14/2024</u> Date				
Funds Available:	 <b>SOFRONIO S. TABIGUE, JR., CPA</b> Regional Accountant		ALOBS No. : _____	Amount : _____	

PO No. DSWD7-AMP-2024-074