



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

<b>Supplier:</b> ALTA BOHOL GARDEN RESORT INC. <b>Address:</b> Sitio Mambu, San Isidro, Baclayon, Bohol <b>Contact No.:</b> 09431412440 <b>Contact Person:</b> Christine Malait	<b>PO No.</b> DSWD7-AMP-2024-090 <b>Date:</b> 03/04/2024 <b>Mode of Procurement:</b> NP-Lease of Venue <b>TIN:</b> 009-415-143-000
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Gentlemen:

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

<b>Place of Delivery:</b>	Tagbilaran City or Nearby Cities / Municipalities	<b>Delivery Term:</b>	Upon Actual Date of Activity
<b>Date of Delivery:</b>	Pls. see dates stated below	<b>Payment Term:</b>	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>Capability Building on Empowering Learning Sessions on Indigenous Peoples Initiatives (ELIPI)</b>			
		Dates:			
	pax	<b>April 24, 2024</b> FULL BOARD: (Breakfast as the first provision and Dinner as last provision)	23	2,000.00	46,000.00
	pax	<b>April 25, 2024</b> FULL BOARD: (Breakfast as the first provision and Dinner as last provision)	23	2,000.00	46,000.00
	pax	<b>April 26, 2024</b> LIVE-OUT: (AM Snacks as the first provision and PM Snacks as last provision)	23	500.00	11,500.00
	lot	<b>Venue Rental</b>	1	3,000.00	3,000.00
		<b>Details:</b> Breakfast as the first provision and Dinner as last provision <i>Breakfast and Lunch should be served as assisted buffet</i>			
		<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 "Talibon Hall" (7AM-9PM as the maximum) that can accommodate the number of pax indicated with no middle/side obstructing post/object with wide space for workshop activities. Venue must have a high ceiling. 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 Café arrangement. Provision of 1 table for the registration/working table for the 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.			

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 requirement:</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 a free provision of bottled water and basic toiletries like soap &amp; shampoo. The 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></p> <ul style="list-style-type: none"> <li>• Provision of Backdrop or digital lobby posting.</li> </ul> <p>Transportation to pick up secretariat from Tagbilaran Port to the venue in bringing supplies and equipment on the first day and last 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.</p> <p>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> <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>			



## NOTICE TO PROCEED

March 4, 2024

**CHRISTINE MALAIT**  
Authorized Representative  
Alta Bohol Garden Resort, Inc.  
Sitio Mabuhay, San Isidro, Baclayon, Bohol

Dear **Ms. Malait**:

Greetings!

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 Capability Building on Empowering Learning Sessions on Indigenous Peoples Initiatives (ELIPI)** under PO No. **DSWD7-AMP-2024-090** amounting to **One Hundred Six Thousand Five Hundred Pesos (Php 106,500.00)**, 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 April 24-26, 2024.

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

Very truly yours,

  
**SHALAIN MARIE S. LUCERO, CESO IV**  
Regional Director

Conforme:

**CHRISTINE MALAIT**  
Authorized Representative

Date: \_\_\_\_\_

## NOTICE OF AWARD

March 4, 2024

**CHRISTINE MALAIT**  
Authorized Representative  
Alta Bohol Garden Resort, Inc.  
Sitio Mabu, San Isidro, Baclayon, Bohol

Dear **Ms. Malait**:

Greetings!

We are glad to notify you that the **Provision of Board and Lodging, Catering Services and Venue for Capability Building on Empowering Learning Sessions on Indigenous Peoples Initiatives (ELIPI)** under RFQ No. **DSWD7-2024-0120** is hereby awarded to **Alta Bohol Garden Resort, Inc.** amounting **One Hundred Six Thousand Five Hundred Pesos (Php 106,500.00)**.

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:

**CHRISTINE MALAIT**  
Authorized Representative

Date: \_\_\_\_\_