



PURCHASE ORDER

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

Supplier: GOLDEN PRINCE HOTEL AND SUITES / GOLDEN PRINCE HOTEL, INC. Address: Archbishop Reyes Ave. Cebu City Contact No.: 0919-066-7976 Contact Person: Estrellita Velasquez / Dioda Libosana	PO No. DSWD7-AMP-2024-096 Date: 03/05/2024 Mode of Procurement: NP-Lease of Venue TIN: 211-745-800-000
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Gentlemen:

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

Place of Delivery:	Within Cebu City and Mandaue 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 Board and Lodging, Catering Services and Venue for the Capability Training on How to Handle Trafficking Cases and Introduction to RRPTP Services to the Local Social Welfare and Development Offices (LSWDO) - Batch 3			
		Date:			
	pax	May 23, 2024 FULL BOARD : (Breakfast as the first provision and Dinner as the last provision) and accommodation	29	2,000.00	58,000.00
	pax	May 24, 2024 LIVE-OUT : (Breakfast as the first provision and PM Snacks as the last provision)	29	800.00	23,200.00
		Manner of Serving of Food: Manner of Serving Food: Breakfast, Lunch and Dinner should 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			
		Requirements/inclusions			
		Conference Room Requirement			
		Use of one (1) Function Room "Bulawan" (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. No change of assigned function room during the whole duration of			
		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).			
		Space Requirements:			
		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.			

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		<p>WIFI Connection: Available WIFI connection in the function room should be at least 100 mbps for the downloading, playing of presentation materials and videos required for the training. Inclusion of LAN Connection as back-up for the training team.</p>			
		<p>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 good vision of participants for the entire session.</p>			
		<p>Audio Visual Requirements: Use 1 LCD projector in good condition for presentation. Complete Functional Audio Visual (surround sound 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 our own equipment.</p>			
		<p>Room Requirements: Triple sharing with separate beds 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 & 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>Other Requirements Provision of Backdrop or digital lobby posting. Transportation for the secretariat from DSWD Field office to the venue in bringing supplies and equipment 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. Available hand sanitizer or Isopropyl alcohol within the area.</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 Breakfast: Rice, Soup, 2 main courses (choice of chicken, beef, fish), 1 dessert (preferably fruits), Drinks (coffee or hot chocolate) Lunch/Dinner: Rice, Soup, 1 vegetable dish, 2 main dishes (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, Watermelon or Cucumber, etc.) Unlimited supply of Coffee and Purified/mineral Drinking Water Strictly NO serving of cream dory fish, powder juice and soft drinks			
		Purpose: Provision of Board and Lodging, Catering Services and Venue for the participants of the said activity End User: RRPTP (Ref: PR No.: DSWD7-24-0140)			
(Total Amount in Words)		Eighty One Thousand Two Hundred Pesos		Gross Amount	81,200.00
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.					
Conforme: <i>Elaine ESTRELLITA VELASQUEZ</i> Signature over Printed Name of Supplier Date: <u>3/11/2024</u>			Very truly yours,  SHALAINIE MARIE S. LUCERO, CESO IV Regional Director		
Funds Available: SOFRONIO S. TABIGUE, JR., CPA Regional Accountant			ALOBS No. : _____ Amount : _____		

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