



## PURCHASE ORDER

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

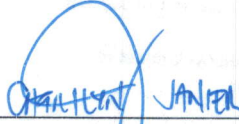


<b>Supplier:</b> PACIFIC HEIGHTS INTERNATIONAL, INC./SARROSA INTERNATIONAL HOTEL & RESIDENTIAL  <b>Address:</b> F. Cabahug St., Cebu City <b>Contact No.:</b> 0945-791-1345 <b>Contact Person:</b> Angelah Dela Cerna	<b>PO No.</b> DSWD7-AMP-2024-102  <b>Date:</b> 03/06/2024 <b>Mode of Procurement:</b> NP-Lease of Venue <b>TIN:</b> 220-356-956-000
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Gentlemen:

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

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		Provision of Board and Lodging, Catering Services and Venue for the <b>Basic Training on Camp Coordination and Camp Management (CCCM) and Internally Displaced Persons (IDPs) Protection for Selected DSWD Internal Staff and Response Cluster Members</b>			
		Date:			
	pax	<b>March 13, 2024</b> FULL BOARD : (Breakfast as the first provision and Dinner as the last provision) and accommodation	<b>45</b>	<b>2,500.00</b>	<b>112,500.00</b>
		<b>March 14, 2024</b> FULL BOARD : (Breakfast as the first provision and Dinner as the last provision) and accommodation	<b>45</b>	<b>2,500.00</b>	<b>112,500.00</b>
	pax	<b>March 15, 2024</b> FULL BOARD : (Breakfast as the first provision and Dinner as the last provision) and accommodation	<b>45</b>	<b>2,500.00</b>	<b>112,500.00</b>
		<b>Manner of Serving of Food:</b> Should be served as an assisted/managed 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 "Peridot Hall" (7AM-10PM as the maximum) that can accommodate the specified number of participants and provide 2 tables for the registration/working table for secretariat and for the laptop/projector. 1 table for Resource Person/s. With ample space for workshops or other structured learning activities. Venue must have a high ceiling. No middle/side obstructing objective with wide space for workshop activities. No changing of assigned function room during the whole duration of the activity. No changing of the function room in the days / duration of the activity.			

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		<p><b>WiFi Connection:</b> Availability of strong WIFI connection in the function room for the downloading, playing of presentation materials and videos required for the training. (to consult the IT Team for the standard). At least 300-500 mbps for a number of 65 participants; Inclusion of LAN Connection as back-up for training team.</p>			
		<p><b>Lighting System</b> Must have enough white light bulbs and not yellow/dim bulbs to ensure good vision of participants for the entire session.</p>			
		<p><b>Audio Visual Requirements:</b> Use of LED WALL in good condition for presentation. Complete functional Audio Visual (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. Audio Visual must be set up at least 1 hour before the activity. Availability of whiteboard, provision of one laptop for presentation and extension cords/wires on every table. No electrical charge for the use of our own equipment.</p>			
		<p><b>Room Requirements:</b> Double sharing rooms with separate beds for each pax. There must be a 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. Rooms for all participants must have a strong internet connectivity and network reception.</p>			
		<p><b>Other Requirements</b></p> <ul style="list-style-type: none"> <li>a. Can provide complimentary welcome banner for the activity (the end user will provide the lay-out)</li> <li>b. There has to be enough stand-by waiters to assist the participants. There has to be on-call medical personnel and available over-the-counter medicines.</li> <li>c. The hotel should be able to provide a certificate of Authority to Operate by DOT safety sealed certificate (must be attached for TWG)</li> <li>d. The hotel shall adhere to the cleaning, disinfection, and ventilation measures for the hotel rooms and function rooms. 70% solution alcohol or alcohol-based sanitizers must be available in the function room</li> <li>e. The Hotel must have an isolation room or holding area for participants who feel unwell, until attendance of a doctor, unless otherwise sent to the nearest hospital, or to the Barangay Health Emergency Response Team (BHERT), in accordance with DOH prescribed protocols.</li> <li>f. The 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 also be a No Human Trafficking Poster.</li> <li>g. The Hotel must provide SOA and menu on the last day of the activity. Payment is within 30 days after receipt of complete set of supporting documents. Guaranteed number of pax on the first day and actual pax on the succeeding days.</li> </ul>			

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<b>Catering Services: Buffet Meals and Snacks</b> <b>Breakfast:</b> Rice, Soup, 3 main courses (choice of chicken/beef/fish/pork), 1 dessert (preferably fruits) <b>Drinks</b> (coffee or hot chocolate) <b>Lunch/Dinner:</b> Rice, Soup, Vegetables and 3 main dishes (fish/chicken/beef-halal food) <b>Dessert</b> (choice of fresh fruits, fruit salad or pastries like cake) and natural juices <b>AM/PM Snacks (Plated):</b> Variations of pasta, bread, pastries, burgers, pizza, native snacks and natural/local juice (like Lemon grass, Calamansi, Buko, Watermelon or Cucumber, etc.) <b>Flowing</b> Coffee and Purified/mineral Drinking Water <b>Strictly NO</b> serving of cream dory fish, powder juice and soft drinks  <b>Purpose:</b> Provision of Board and Lodging, Catering Services and Venue for the participants of the said activity  <b>End User: DRMD</b>  <b>(Ref: PR No.: DSWD7-24-0165)</b>			
<b>(Total Amount in Words)</b>		<b>Three Hundred Thirty Seven Thousand Five Hundred Pesos</b>		<b>Gross Amount</b>	<b>337,500.00</b>
<p>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.</p>					
<p>Conforme:</p> <p>  Signature over Printed Name of Supplier</p> <p>_____</p> Date		<p>Very truly yours,</p> <p>  <b>SHALAINIE MARIE S. LUCERO, CESO IV</b>  Regional Director</p>			
<p>Funds Available:</p> <p><b>SOFRONIO S. TABIGUE, JR., CPA</b>   Regional Accountant</p>			<p>ALOBS No. : _____</p> <p>Amount : _____</p>		

PO No. DSWD7-AMP-2024-102