



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

Supplier:	ELOISA ROYAL SUITES & HOTELS CORPORATION / ELOISA ROYAL SUITES	PO No. DSWD7-AMP-2024-112
Address:	M.V Patalinghug Avenue, Basak, Lapulapu City	Date: 03/12/2024
Contact No.:	0917-621-7345	Mode of Procurement: NP-Lease of Venue
Contact Person:	Judiemar Ruta	TIN: 466-817-428-000

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

Place of Delivery:	Within Lapu-Lapu City /Nearby Cities or Municipalities	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 following activities			
		1. Orientation for Newly Hired Pantawid Staff			
	pax	March 14, 2024 FULL BOARD : Lunch, Dinner, AM and PM snacks (Breakfast as first provision and Dinner as last provision)	50	2,370.00	118,500.00
	pax	March 15, 2024 LIVE OUT: Breakfast, Lunch, AM and PM snacks (Breakfast as the first provision and PM Snacks as last provision)	50	500.00	25,000.00
		2. Becoming a Case Manager: A Case Management Training on Kilos Unlad Framework for the Municipal Links)			
	pax	March 20, 2024 FULL BOARD: Breakfast, Lunch, Dinner, AM and PM snacks (Breakfast as the first provision and Dinner as last provision)	55	2,300.00	126,500.00
	pax	March 21, 2024 FULL BOARD: Breakfast, Lunch, Dinner, AM and PM snacks (Breakfast as the first provision and Dinner as last provision)	55	2,300.00	126,500.00
	pax	March 22, 2024 LIVE OUT : Breakfast, Lunch, AM and PM snacks (Breakfast as the first provision and PM Snacks as last provision)	55	680.00	37,400.00
		3. Capability Building for New Parent Leaders of 4P's			
	pax	April 25,2024 FULL BOARD: Breakfast, Lunch, Dinner, AM and PM snacks (Breakfast as the first provision and Dinner as last provision)	40	2,400.00	96,000.00
	pax	April 26, 2024 LIVE OUT : Breakfast, Lunch, AM and PM snacks (Breakfast as the first provision and PM Snacks as last provision)	40	680.00	27,200.00
		Manner of Serving of 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 "Maze Hotel" (7AM-11PM 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 the activity. Availability of separate comfort rooms for Male & Female within or near the conference room			

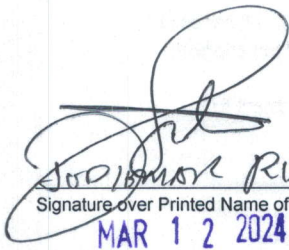
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p>WIFI Connection: Available WIFI connection in the function room should be at least 100mbps for the downloading, playing of presentation materials and videos required for the training. Inclusion of LAN Connection as back-up for the training team.</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>Space Requirements: U shape arrangement 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.</p>			
		<p>Audio Visual Requirements: Use 2 LCD projector in good condition for presentation. Complete Functional Audio Visual (surround sound system) with at least 3 wireless microphones and 4 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: Double 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. 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>Hotels must provide Statement of Account, and Menu on the last day of the activity. Payment is within 30 days after submission of complete and correct documents from the service provider.</p>			

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		Catering Services: Buffet Meals and Snacks Menu: Breakfast: Rice, Soup, 2 main courses (choice of chicken, beef, fish, eggs), 1 dessert (preferably fruits), Drinks (coffee or hot chocolate) Lunch/Dinner: Rice, Soup, 1 Vegetable course, 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: Variations 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, powdered juice and soft drinks			
		Purpose: Provision of Board and Lodging, Catering Services and Venue for the participants of the said activity			
		End User: Pantawid			
		(Ref: PR No.: DSWD7-24-0204A)			
(Total Amount in Words)		Five Hundred Fifty Seven Thousand One Hundred Pesos		Gross Amount	557,100.00

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.

Very truly yours,

Conforme:


 Signature over Printed Name of Supplier
MAR 12 2024

Date


SHALAINA MARIE S. LUCERO, CESO IV
 Regional Director

Funds Available:

SOFRONIO S. TABIGUE, JR., CPA
 Regional Accountant

ALOBS No. : _____

Amount : _____

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