



Department of Social Welfare and Development

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

Supplier:	DIAMOND SUITES & RESIDENCES / SUNSKY DEVELOPMENT CORP.	PO No. DSWD7-AMP-2024-119
Address:	#8 Apitong Cor. Escario St., Kamputhaw, Cebu City	Date: 03/12/2024
Contact No.:	0917-103-9468	Mode of Procurement: NP-Lease of Venue
Contact Person:	Sarah Sorbito	TIN: 249-788-677-000

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

Place of Delivery:	Within Cebu City and other nearby Cities	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 SLP Provincial Monthly Meeting (Cebu)			
		Dates:			
	pax	March 22, 2024 LIVE OUT : (Lunch, AM Snacks and PM Snacks)	65	500.00	32,500.00
	pax	May 24, 2024 LIVE OUT : (Lunch, AM Snacks and PM Snacks)	65	500.00	32,500.00
	pax	July 26, 2024 LIVE OUT : (Lunch, AM Snacks and PM Snacks)	65	500.00	32,500.00
	pax	September 27, 2024 LIVE OUT : (Lunch, AM Snacks and PM Snacks)	65	500.00	32,500.00
	pax	November 29, 2024 LIVE OUT : (Lunch, AM Snacks and PM Snacks)	65	500.00	32,500.00
	meeting	Venue Rental	5	5,995.00	29,975.00
		Details: Should be served through a managed 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 Conference Room Requirement: Use of one (1) Function Room (7AM- 9PM as the maximum) that can accommodate double 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 changing of assigned function room during the whole duration of the activity. 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.			

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p>Space Requirements: World Café arrangement. With a maximum of 80% operational capacity and 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 an elevated platform and lectern.</p> <p>WIFI Connection: Available of strong WIFI connection in the function room for the downloading, playing of presentation materials and videos required for the training. (to consult IT Team for the standard) -- atleast 20 mbps for 50 pax; Inclusion of LAN Connection as back-up for training team.</p> <p>Lighting System Must have enough white light bulbs and not yellow/dim bulbs to ensure a good visual of participants for the entire session.</p> <p>Audio Visual Requirements: Use of 1 LCD projector in good condition for presentation. Complete functional Audio Visual (surround sound system) with at least 3 wireless microphones and 1 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, extension cords, and Philippine Flag. No electrical charge for the use of our own equipment.</p> <p>Other Requirements Provision of Backdrop or digital lobby posting. 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. The hotel should be able to provide a certificate of Authority to Operate by DOT. Guests must be provided with a Health Declaration Form upon entry. 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. 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>			

NOTICE OF AWARD

March 12, 2024

SARAH SORBITO

Authorized Representative

Diamond Suites & Residences / Sunsky Development Corp.
#8 Apitong Cor. Escario St., Kamputhaw, Cebu City

Dear **Ms. Sorbito**:

Greetings!

We are glad to notify you that the **Provision of Catering Services and Venue for SLP Provincial Monthly Meeting (Cebu)** under **RFQ No. DSWD7-2024-0198** is hereby awarded to **Diamond Suites & Residences / Sunsky Development Corp.** amounting **One Hundred Ninety Two Thousand Four Hundred Seventy Five Pesos (Php 192,475.00)**.

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,


SHALAINIE MARIE S. LUCERO, CESO IV
Regional Director

Conforme:

SARAH SORBITO

Authorized Representative

Date: _____

NOTICE TO PROCEED

March 12, 2024

SARAH SORBITO

Authorized Representative
Diamond Suites & Residences / Sunsky Development Corp.
#8 Apitong Cor. Escario St., Kamputhaw, Cebu City

Dear **Ms. Sorbito**:

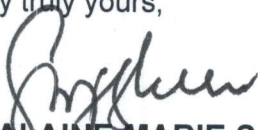
Greetings!

Please be informed that you may now proceed as the Service Provider for the contract entitled **Provision of Catering Services and Venue for SLP Provincial Monthly Meeting (Cebu)** under PO No. **DSWD7-AMP-2024-119** amounting to **One Hundred Ninety-Two Thousand Four Hundred Seventy-Five Pesos (Php 192,475.00)**, 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 March 22, May 24, July 26, September 27, and November 29, 2024.

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

Very truly yours,



SHALAINÉ MARIE S. LUCERO, CESO IV
Regional Director

Conforme:

SARAH SORBITO
Authorized Representative

Date: _____