

DSWD Department of Social Welfare and Development		PURCHASE ORDER Department of Social Welfare and Development Field Office VII, Cebu City			
Supplier: <b>GOLDEN VALLEY HOTEL, INC.</b>		PO No. <b>DSWD7-AMP-2024-120</b>		Date: <b>03/12/2024</b>	
Address: Pelaez St., Cebu City		Mode of Procurement: NP-Lease of Venue		TIN: 004-265-210-000	
Contact No.: 0968-563-2563					
Contact Person: Odette A. Rosell					
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery:		Within Cebu City or 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 Board and Lodging, Catering Services and Venue for the <b>PROJECT SOLO TRAINING OF IMPLEMENTATION ON IECMS AND GRCM</b>			
	<b>pax</b>	<b>March 18-22, 2024</b> Fullboard: AM snacks as the first provision and breakfast as the last provision	<b>40</b>	<b>2,100.00 / day</b>	<b>420,000.00</b>
		<b>Manner of Serving Food:</b> Should be served as assisted 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 "Alicia 6" (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.			
		<b>Space Requirements:</b> U-Shape type arrangement. With a maximum of 50%* 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. Compliant to the existing IATF restriction guidelines.			

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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 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. Audio Visual must be set up at least 1 hour before the activity.</p> <p><b>Room Requirements:</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. 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. (add wifi for participants)</p> <p><b>Other Requirements</b> Provision of Backdrop or digital lobby posting. Availability of whiteboard, extension cords, and Philippine Flag. No electrical charge for the use of own equipment. 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). 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.</p> <p><b>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.</b></p>			

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<b>Catering Services: Buffet Meals and Snacks</b> <b>Menu: Buffet</b> <b>Breakfast, Lunch, Dinner :</b> Rice , Soup , 2 main dishes , (Choices of: Beef / Pork / Chicken or Fish) <b>1 Main Dish:</b> Vegetables, Dessert (Choices of: Fruits or Cakes or Salads) <b>Drinks:</b> (Choices of: at least 500ml bottled water or 330ml bottled natural juice or 240 ml canned juice) <b>No serving</b> of CREAMDORY fish <b>No serving</b> of BAM-E, PANSIT or BIHON (as viand) <b>Strictly NO SOFT DRINKS &amp; FLAVORED BOTTLED DRINKS &amp; POWDER JUICES</b> <b>AM/PM Snacks:</b> Choices of: Pasta, Noodles, Sandwiches, Pastries, Burgers or Native Kakanin <b>Drinks:</b> (Choices of: at least 330ml bottled natural juice or 240ml canned juice or Hot Chocolate)			
		<b>Purpose:</b> Provision of Board and Lodging, Catering and Venue Services for the participants of the said activity <b>End User:</b> STU			
		(Ref: PR No.: DSWD7-24-0209)			
	<b>(Total Amount in Words)</b>	<b>Four Hundred Twenty Thousand Pesos</b>		<b>Gross Amount</b>	<b>420,000.00</b>

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

Date

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

Funds Available:

**SOFRONIO S. TABIGUE, JR., CPA**  
Regional Accountant

ALOBS No. : \_\_\_\_\_

Amount : \_\_\_\_\_

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