



PURCHASE ORDER

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

Supplier: REYNA'S THE HAVEN AND GARDENS FOOD CATERING SERVICES, INC. Address: 0067, Brunidor St., Cogon, Tagbilaran City, Bohol Contact No.: 422-8168 / 0949-475-8288 Contact Person: Amada C. Omosora	PO No. DSWD7-AMP-2024-128 Date: 3/14/2024 Mode of Procurement: NP-Lease of Venue TIN: 283-587-761-000
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Gentlemen:
Please furnish this Office the following articles subject to the terms and conditions contained herein:

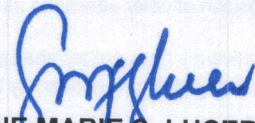
Place of Delivery:	Within Tagbilaran City or nearby municipalities	Delivery Term:	Upon Actual Date of Activity		
Date of Delivery:	Pls. see dates stated below	Payment Term:	within 30 calendar days after receipt of billing.		
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		Provision of Catering Services and Venue for the SLP PROVINCIAL MONTHLY MEETING (BOHOL)			
		Dates:			
	pax	MARCH 27, 2024 Liveout: Lunch, AM and PM snacks	45	495.00	22,275.00
	pax	MAY 31, 2024 Liveout: Lunch, AM and PM snacks	45	495.00	22,275.00
	pax	JULY 26, 2024 Liveout: Lunch, AM and PM snacks	45	495.00	22,275.00
	pax	SEPTEMBER 27, 2024 Liveout: Lunch, AM and PM snacks	45	495.00	22,275.00
	pax	NOVEMBER 29, 2024 Liveout: Lunch, AM and PM snacks	45	495.00	22,275.00
	meeting	Venue Rental	5	4,800.00	24,000.00
		Details: should be served through 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 Use of one (1) Function Room "Olive Hall" (7AM - 9PM) 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. (RA 9593 or the Tourism Act of 2009)			

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p>Space Requirements: World Cafe 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 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 training team. 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 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 system) with at least 3 wireless microphones and 1 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 own equipment.</p> <p>Other Requirements • Provision of Backdrop or digital lobby posting. 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) Guest must be provided with a Health Declaration Form upon check in and sanitation kit shall be provided for each guest which may include 70% solution alcohol or alcohol-based sanitizers and face masks together with bathroom amenities (RA 9593 or the Tourism Act of 2009) 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. 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: Breakfast/Lunch: Rice, Soup, 1 vegetable main 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 Should be served through managed buffet Purpose: Provision of Catering Services and Venue for the participants of the said activity End User: SLP (Ref: PR No.: DSWD7-24-0199)			
(Total Amount in Words)		One Hundred Thirty Five Thousand Three Hundred Seventy Five Pesos		Gross Amount	135,375.00

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,



SHALAINÉ MARIE S. LUCERO, CESO IV
Regional Director

Conforme:

Signature over Printed Name of Supplier

Date

Funds Available:

SOFRONIO S. TABIGUE, JR., CPA
Regional Accountant

ALOBS No. : _____

Amount : _____

PO No. DSWD7-AMP-2024-128

NOTICE OF AWARD

March 14, 2024

AMADA C. OMOSORA

Authorized Representative

Reyna's the Haven and Gardens Food Catering Services, Inc.
0067, Brunidor St., Cogon, Tagbilaran City, Bohol

Dear **Ms. Omosora:**

Greetings!

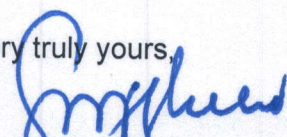
We are glad to notify you that the **Provision of Catering Services and Venue for SLP PROVINCIAL MONTHLY MEETING (BOHOL)** under RFQ No. **DSWD7-2024-0199** is hereby awarded to **Reyna's the Haven and Gardens Food Catering Services, Inc.** amounting **One Hundred Thirty-Five Thousand Three Hundred Seventy-Five Pesos (Php 135,375.00)**.

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,


SHALAINE MARIE S. LUCERO, CESO IV
Regional Director

Conforme:

AMADA C. OMOSORA
Authorized Representative

Date: _____

NOTICE TO PROCEED

March 14, 2024

AMADA C. OMOSORA

Authorized Representative

Reyna's the Haven and Gardens Food Catering Services, Inc.
0067, Brunidor St., Cogon, Tagbilaran City, Bohol

Dear **Ms. Omosora**:

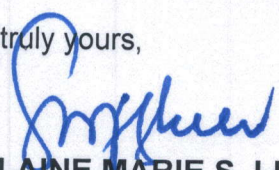
Greetings!

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 (BOHOL)** under PO No. **DSWD7-AMP-2024-128** amounting to **One Hundred Thirty-Five Thousand Three Hundred Seventy-Five Pesos (Php 135,375.00)**, 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 27, May 31, 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:

AMADA C. OMOSORA
Authorized Representative

Date: _____