



## PURCHASE ORDER

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

**Supplier:** GOLDEN PRINCE HOTEL AND SUITES / GOLDEN PRINCE HOTEL, INC.

**PO No.** DSWD7-AMP-2024-134

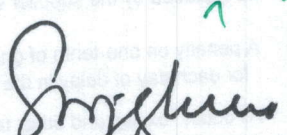
**Address:** Archbishop Reyes Ave. Cebu City  
**Contact No.:** 0919-066-7976  
**Contact Person:** Estrellita Velasquez / Dioda Libosana

**Date:** 3/20/2024  
**Mode of Procurement:** NP-Lease of Venue  
**TIN:** 211-745-800-000

**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 SIGN LANGUAGE TRAINING FOR CRCF STAFF HANDLING DEAF CLIENTS</b>			
		Date:			
	pax	<b>April 1, 2024</b> Fullboard: Lunch as first provision and Dinner as last provision	50	2,200.00	110,000.00
	pax	<b>April 2, 2024</b> Fullboard: Breakfast as first provision and Dinner as last provision	50	2,600.00	130,000.00
	pax	<b>April 3, 2024</b> Fullboard: Breakfast as first provision and Dinner as last provision	50	2,600.00	130,000.00
	pax	<b>April 4, 2024</b> Fullboard: Breakfast as first provision and Dinner as last provision	50	2,600.00	130,000.00
	pax	<b>April 5, 2024</b> Liveout: Breakfast as first provision and AM snacks as last provision	50	400.00	20,000.00
		<b>Manner of Serving:</b> To be served as guided 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 "Jade Hall" (7AM- 9PM 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 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 Requirement:</b> World Café arrangement with enough space for pax to move freely and interact. 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.			
		<b>Room requirement:</b> Double sharing with separate bed for each pax. 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. 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.			

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p><b>Lighting system of Conference room:</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 Requirement:</b> Use of 1 LCD projector or LED wall in good condition for presentation. Complete functional Audio Visual (surround sound system) with at least 3 wireless microphones and 2 with wired. 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><b>WIFI Connection:</b> Available of strong WIFI connection in the function room for the downloading, playing of presentation materials and videos required for the training. Atleast 20 mbps for 50 pax; Inclusion of LAN Connection as back-up for training team.</p> <p><b>Other Requirements:</b> 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. Available 70% solution alcohol or alcohol-based sanitizers within the Conference Hall. 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. Hotels 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>			
		<p><b>Catering Services: Buffet Meals and Snacks</b> <b>Breakfast:</b> Rice, Soup, 3 main courses (choice of chicken, beef, pork), 1 dessert (preferably fruits), Drinks (coffee or hot chocolate) <b>Lunch/Dinner:</b> Rice, Soup, Vegetables and 3 main dishes (pork, chicken and beef) <b>Dessert</b> (choice of fresh fruits, fruit salad or pastries like cake) and natural juices <b>AM/PM Snacks:</b> Variations of pasta, bread, pastries, burgers, pizza, native snacks and natural/local juice (like Lemon grass, Calamansi, Buko, Watermelon or Cucumber, etc.) <b>Unlimited supply of Coffee and Purified/mineral Drinking Water</b> <b>Strictly NO</b> serving of cream dory fish, NO powder juice and soft drinks</p> <p><b>Purpose:</b> Provision of Board and Lodging, Catering Services and Venue for the participants of the said activity</p> <p><b>End User:</b> PSD-CRCF</p>			
		(Ref: PR No.: DSWD7-24-0285)			
		<b>(Total Amount in Words) Five Hundred Twenty Thousand Pesos</b>		<b>Gross Amount</b>	<b>520,000.00</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: _____ Signature over Printed Name of Supplier</p> <p>_____ Date</p>			<p>Very truly yours,  <b>SHALAINA MARIE S. LUCERO, CESO IV</b> Regional Director</p>		
<p>Funds Available: _____ <b>SOFRONIO S. TABIGUE, JR., CPA</b> Regional Accountant</p>			<p>ALOBS No. : _____ Amount : _____</p>		

PO No. DSWD7-AMP-2024-134

## NOTICE OF AWARD

March 20, 2024

**DIODA LIBOSANA**

Authorized Representative  
Golden Prince Hotel and Suites / Golden Prince Hotel, Inc.  
Archbishop Reyes Ave., Cebu City

Dear Ms. Libosana:

Greetings!

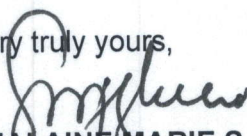
We are glad to notify you that the **Provision of Board and Lodging, Catering Services and Venue for Basic Sign Language Training for CRCF Staff Handling Deaf Clients** under RFQ No. **DSWD7-2024-0225** is hereby awarded to **Golden Prince Hotel and Suites / Golden Prince Hotel, Inc.** amounting **Five Hundred Twenty Thousand Pesos (Php 520,000.00)**.

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,

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

Conforme:

**DIODA LIBOSANA**  
Authorized Representative

Date: \_\_\_\_\_

## NOTICE TO PROCEED

March 20, 2024

**DIODA LIBOSANA**

Authorized Representative  
Golden Prince Hotel and Suites / Golden Prince Hotel, Inc.  
Archbishop Reyes Ave., Cebu City

Dear **Ms. Libosana:**

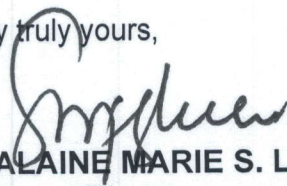
Greetings!

Please be informed that you may now proceed as the Service Provider for the contract entitled **Provision of Board and Lodging, Catering Services and Venue for Basic Sign Language Training for CRCF Staff Handling Deaf Clients** under PO No. **DSWD7-AMP-2024-134** amounting to **Five Hundred Twenty Thousand Pesos (Php 520,000.00)**, 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 April 1-5, 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:

**DIODA LIBOSANA**

Authorized Representative

Date: \_\_\_\_\_