



# PURCHASE ORDER

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


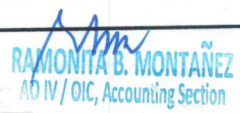
<b>Supplier:</b> PACIFIC HEIGHTS INTERNATIONAL, INC./SARROSA INTERNATIONAL HOTEL & RESIDENTIAL	<b>PO No.</b> DSWD7-AMP-2024-177
<b>Address:</b> F. Cabahug St., Cebu City <b>Contact No.:</b> 0945-791-1345 <b>Contact Person:</b> Angelah Dela Cerna	<b>Date:</b> 04/03/2024 <b>Mode of Procurement:</b> NP-Lease of Venue <b>TIN:</b> 220-356-956-000

**Gentlemen:**

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

Place of Delivery:	Within the Cities of Cebu and Mandaue	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			
		<b>1. QUARTERLY CONSULTATION DIALOGUES WITH CEBU PROVINCE LSWDOs</b>			
		Date:			
	pax	<b>APRIL 11, 2024</b> FULL BOARD : (Breakfast as the first provision and Dinner as the last provision) and accommodation	<b>53</b>	<b>1,945.00</b>	<b>103,085.00</b>
	pax	<b>JUNE 14, 2024</b> FULL BOARD : (Breakfast as the first provision and Dinner as the last provision) and accommodation	<b>53</b>	<b>1,945.00</b>	<b>103,085.00</b>
		<b>2. REGIONAL MONITORING TEAM QUARTERLY MEETING</b>			
	pax	<b>APRIL 12, 2024</b> LIVEOUT: Lunch, AM & PM snacks	<b>35</b>	<b>725.00</b>	<b>25,375.00</b>
	pax	<b>JUNE 7 2024</b> LIVEOUT: Lunch, AM & PM snacks	<b>35</b>	<b>725.00</b>	<b>25,375.00</b>
	meeting	<b>Venue Rental</b>	<b>2</b>	-----	-----
		<b>Manner of Serving of Food:</b> Should be served as an assisted/managed 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 "Peridot 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.			

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<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>Space Requirements:</b> U-shape arrangement. Provision of 1 table for the registration/working table for secretariat and for the laptop/projector. With ample space for workshop or activities like group role playing and other structured learning activities. With an elevated platform and lectern.</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. Available whiteboard, extension cords, and Philippine Flag. No electrical charge for the use of our own equipment.</p>			
		<p><b>Room Requirements:</b> Double/Triple sharing with separate bed for each pax. 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.</p>			
		<p><b>Other Requirements</b> Provision of Backdrop and Welcome streamers/lobby posting. Transportation for the secretariat from DSWD Field Office VII 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. Secretariat and Resource Persons must be with WIFI connection. <b><i>The Hotel must provide SOA and menu on the last day of the activity. Payment is within 30 days after receipt of complete set of supporting documents.</i></b></p>			

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<b>Catering Services: Buffet Meals and Snacks</b> <b>Breakfast:</b> Rice, Soup, 3 main courses (choice of chicken/beef/fish), 1 dessert (preferably fruits) <b>Lunch/Dinner:</b> Rice, Soup, Vegetables and 3 main dishes (vegetable, fish, chicken and beef) <b>Dessert</b> (choice of fresh fruits, fruit salad or pastries like cake) and natural juices <b>Strictly No</b> serving of cream dory, powder juice and softdrinks <b>AM/PM Snacks:</b> Preferably sandwich, pizza orr pasta with natural juices <b>Others:</b> must be natural juices (like Lemon grass, Calamansi, Buko, Watermelon or Cucumber juice) <b>Flowing Coffee/Purified Drinking Water</b> <b>Strictly No</b> serving of softdrinks			
		<b>Purpose:</b> Provision of Board and Lodging, Catering Services and Venue for the participants of the said activity			
		<b>End User:</b> TAAORSS			
		(Ref: PR No.: DSWD7-24-0244)			
<b>(Total Amount in Words)</b>	<b>Two Hundred Fifty Six Thousand Nine Hundred Twenty Pesos</b>		<b>Gross Amount</b>	<b>256,920.00</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.					
Conforme: _____ Signature over Printed Name of Supplier  _____ Date	Very truly yours,  <b>SHALAINE MARIE S. LUCERO, CESO IV</b> Regional Director				
Funds Available: _____  <b>RAMONITA B. MONTAÑEZ</b> AD IV / OIC, Accounting Section	ALOBS No. : _____ Amount : _____				

PO No. DSWD7-AMP-2024-177

## NOTICE OF AWARD

April 3, 2024

**ANGELAH DELA CERNA**  
Authorized Representative  
Pacific Heights International, Inc. /  
Sarrosa International Hotel & Residential  
Archbishop Reyes Ave., Cebu City

Dear **Ms. Cerna**:

Greetings!

We are glad to notify you that the **Provision of Board and Lodging, Catering Services and Venue for Quarterly Consultation Dialogues with Cebu Province LSWDOs and Regional Monitoring Team Quarterly Meeting** under RFQ No. **DSWD7-2024-0165** is hereby awarded to **Pacific Heights International, Inc. / Sarrosa International Hotel & Residential** amounting **Two Hundred Fifty-Six Thousand Nine Hundred Twenty Pesos (Php 256,920.00)**.

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:

**ANGELAH DELA CERNA**  
Authorized Representative

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

## NOTICE TO PROCEED

April 3, 2024

**ANGELAH DELA CERNA**  
Authorized Representative  
Pacific Heights International, Inc. /  
Sarrosa International Hotel & Residential  
Archbishop Reyes Ave., Cebu City

Dear **Ms. Cerna**:

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 Quarterly Consultation Dialogues with Cebu Province LSWDOs and Regional Monitoring Team Quarterly Meeting** under PO No. **DSWD7-AMP-2024-177** amounting to **Two Hundred Fifty-Six Thousand Nine Hundred Twenty Pesos (Php 256,920.00)**, 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 11, April 12, June 7, June 14, 2024.

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

Very truly yours,



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

Conforme:

**ANGELAH DELA CERNA**  
Authorized Representative

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