



## PURCHASE ORDER

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



<b>Supplier:</b> HAGNAYA BEACH RESORT & RESTAURANT / DIOSDADO S. URSAL <b>Address:</b> Hagnaya, San Remigio, Cebu <b>Contact No.:</b> 0917-623-0377 <b>Contact Person:</b> Jackielou D. Wiley	<b>PO No.</b> DSWD7-AMP-2024-182 <b>Date:</b> 04/04/2024 <b>Mode of Procurement:</b> NP-Lease of Venue <b>TIN:</b> 162-377-746-002
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Gentlemen:

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

Place of Delivery:	Within San Remigio or Nearby Cities / 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 Board and Lodging, Catering Services and Venue for the <b>TRAINING ON 4Ps BENEFICIARY DATA INTEGRITY</b>			
		<b>Dates:</b>			
	pax	<b>MAY 7, 2024</b> FULL BOARD: Lunch, Dinner and PM snacks (Lunch as the first provision and Dinner as the last provision), accommodation	67	2,100.00	140,700.00
	pax	<b>MAY 8, 2024</b> FULL BOARD: Breakfast Lunch, Dinner and PM snacks (Breakfast as the first provision and Dinner as the last provision), accommodation	67	2,500.00	167,500.00
	pax	<b>MAY 9, 2024</b> FULL BOARD: Breakfast Lunch, Dinner and PM snacks (Breakfast as the first provision and Dinner as the last provision), accommodation	67	2,500.00	167,500.00
	pax	<b>MAY 10, 2024</b> LIVEOUT: Breakfast and AM snacks (Breakfast as the first provision and AM snacks as last provision)	67	400.00	26,800.00
		<b>Manner of Serving of Food:</b> Breakfast, Lunch and Dinner 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 "Jacob's Hall" (7AM-11PM 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 change of assigned function room during the whole duration of the activity. 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> 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 the 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>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 workshops or activities like group role playing and other structured learning activities. With elevated platform and lectern.</p> <p><b>Audio Visual Requirements:</b> Use 2 LCD projector in good condition for presentation. Complete Functional Audio Visual (surround sound system) with at least 3 wireless microphones and 4 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 our own equipment.</p> <p><b>Room Requirements:</b> Double sharing with separate beds 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. The 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 of at least 100mbps.</p> <p><b>Other Requirements</b> Provision of Backdrop or digital lobby posting. 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)</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:</b> <b>Breakfast:</b> Rice, Soup, 2 main courses (choice of chicken, beef, fish, eggs), 1 dessert (preferably fruits), Drinks (coffee or hot chocolate) <b>Lunch/Dinner:</b> Rice, Soup, 1 Vegetable course, 2 main dishes (pork, fish, 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</b> of Coffee and Purified/mineral Drinking Water <b>Strictly NO</b> serving of cream dory fish, powdered juice and soft drinks			
		<b>Purpose:</b> Provision of Board and Lodging, Catering Services and Venue for the participants of the said activity			
		<b>End User:</b> Pantawid			
		(Ref: PR No.: DSWD7-24-0337)			
<b>(Total Amount in Words)</b>		<b>Five Hundred Two Thousand Five Hundred Pesos</b>		<b>Gross Amount</b>	<b>502,500.00</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,  <div style="text-align: right;">   <b>SHALAINÉ MARIE S. LUCERO, CESO IV</b>              Regional Director           </div>				
Funds Available: _____  <div style="text-align: center;">   <b>RAMONITA B. MONTANEZ</b>              AOIV /OIC, Accounting Section           </div>	ALOBS No. : _____ Amount : _____				

PO No. DSWD7-AMP-2024-182

## NOTICE OF AWARD

April 4, 2024

**JACKIELOU D. WILEY**  
Authorized Representative  
Hagnaya Beach Resort & Restaurant /  
Diosdado S. Ursal  
Hagnaya, San Remigio, Cebu

Dear **Ms. Wiley:**

Greetings!

We are glad to notify you that the **Provision of Board and Lodging, Catering Services and Venue for Training on 4Ps Beneficiary Data Integrity** under RFQ No. **DSWD7-2024-0337** is hereby awarded to **Hagnaya Beach Resort & Restaurant / Diosdado S. Ursal** amounting **Five Hundred Two Thousand Five Hundred Pesos (Php 502,500.00)**.

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:

**JACKIELOU D. WILEY**  
Authorized Representative

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

## NOTICE TO PROCEED

April 4, 2024

**JACKIELOU D. WILEY**  
Authorized Representative  
Hagnaya Beach Resort & Restaurant /  
Diosdado S. Ursal  
Hagnaya, San Remigio, Cebu

Dear **Ms. Wiley**:

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 Training on 4Ps Beneficiary Data Integrity** under **PO No. DSWD7-AMP-2024-182** amounting to **Five Hundred Two Thousand Five Hundred Pesos (Php 502,500.00)**, 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 May 7-10, 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:

**JACKIELOU D. WILEY**  
Authorized Representative

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