



## PURCHASE ORDER

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


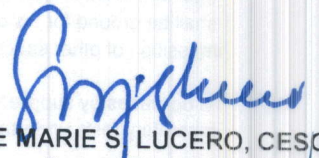

Supplier:	<b>ONE CENTRAL HOTEL AND SUITES CORP.</b>	A	PO No. <b>DSWD7-AMP-2024-215</b>
Address:	9-10/F One Central Tower, L Kilat St., Cor. Sanciangko, Cebu City		Date: <b>04/12/2024</b>
Contact No.:	0998-586-1678		Mode of Procurement: NP-Lease of Venue
Contact Person:	Michael Español		TIN: 009-843-414-000

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

Place of Delivery:	Cebu City	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
		<b>Provision of Catering Services and Venue for the conduct of ORIENTATION AND UPDATES ON THE NEW DISABILITY RELATED LAWS AND ISSUANCE TO PDAO &amp; LSWDO</b>			
	pax	<b>September 20, 2024</b> Liveout	111	800.00	88,800.00
	meeting	<b>Venue Rental</b>	1	5,000.00	5,000.00
		<b>Details:</b> Breakfast, AM & PM snacks, manner of serving food lunch (Should be serve 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 " <b>Sequoia Hall</b> " (8AM-5PM as the maximum) that can accommodate double of the indicated number of pax. 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 arrange 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 and Female within or near the conference room. Conference room should be PWD friendly and compliant to accessibility law			

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		<p><b>Space Requirements:</b>            Conference Type/Circular 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>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 training team. Availability of separate comfort rooms for Male &amp; Female within or near the conference room.</p> <p><b>Lighting System</b>            Must have enough white light bulbs and not yellow/dim bulbs to ensure a good visual of participants for the entire session.</p> <p><b>Audio Visual Requirements:</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 Philippines Flag. No electrical charge for the use of own equipment.</p> <p><b>Other Requirements</b></p> <ul style="list-style-type: none"> <li>• 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)</li> </ul> <p>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)</p> <p>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.</p> <p><b>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.</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), Drinks (coffee or hot chocolate) <b>Lunch:</b> Rice, Soup, 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 soft drinks <b>AM/PM snacks:</b> preferably Sandwich, Pizza or Pasta with Natural juices <b>Others:</b> must be natural juices (like Lemon grass, Calamansi, Buko, Watermelon or Cucumber juice)			
		<b>Purpose:</b> Provision of Catering Services and Venue for the participants of the said activity <b>End User:</b> PWD Sector  (Ref: PR No.: DSWD7-24-0301)			
		<b>(Total Amount in Words)</b> <b>Ninety Three Thousand Eight Hundred Pesos</b>		<b>Gross Amount</b>	<b>93,800.00</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:	 <b>ANA JANE MASTRERA</b> Signature over Printed Name of Supplier  <u>4/22/2024</u> Date	Very truly yours,   <b>SHALAINA MARIE S. LUCERO, CESO IV</b> Regional Director			
Funds Available	 <b>RAMONITA B. MONTAÑEZ</b> AOIV / OIC, Accounting Section	ALOBS No. : _____ Amount : _____			

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