




Department of Social Welfare and Development

PURCHASE ORDERDepartment of Social Welfare and Development
Field Office VII, Cebu City

Supplier: NYLES CATERING SERVICES / ANNABETH P. LUMACAD		PO No. DSWD7-AMP-2024-239			
Address: Mayabon, Zamboanguita, Negros Oriental		Date: 4/24/2024			
Contact No.: 0975-068-0538		Mode of Procurement: NP-Lease of Venue			
Contact Person: Annabeth P. Lumacad		TIN: 707-392-757-00000			
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery:	Within Zamboanguita, Negros Oriental	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 NEGROS SOUTH CLUSTER MEETING CY 2024			
		Dates:			
	pax	April 26, 2024 LIVE OUT : Lunch, AM and PM snacks (AM Snacks as the first provision and PM Snacks as last provision)	140	500.00	70,000.00
	LOT	Venue Rental	1	7,000.00	7,000.00
		Details: AM snacks as the first provision and PM snacks as last provision; Lunch should be served as assisted 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 "Sea Horizon" (7AM- 7PM as the maximum) 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. Availability of separate comfort rooms for Male & Female within or near the conference room.			
		Space Requirements:			
		Classroom Type arrangement with a provision of 1 table for the registration/working table for secretariat and for the laptop/projector.			
		Lighting System of Conference Room:			
		Must have enough white light bulbs and not yellow/dim bulbs to ensure good vision of participants for the entire session.			
		Audio Visual Requirement:			
		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. Availability of whiteboard, extension cords, and Philippine Flag. No electrical charge for the use of our own equipment.			
		WIFI Connection:			
		Available of strong WIFI connection in the function room for the downloading, playing of presentation materials and videos required for the training. (to consult IT Team for the standard) -- atleast 20 mbps for 50 pax; Inclusion of LAN Connection as back-up for training team.			

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		Other Requirements: 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. The hotel should be able to provide a certificate of Authority to Operate by DOT safety sealed certificate (must be attached for TWG) 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.			
		Catering Services: Buffet Meals and Snacks Menu: Lunch: Rice, Soup, 3 main dishes (vegetable, pork, fish, chicken and beef) Dessert: (choice of fresh fruits, fruit salad or pastries like cake) and natural juices AM/PM Snacks: Variations 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 Purpose: Provision of Catering Services and Venue for the participants of the said activity			
		End User: PPPP			
		(Ref: PR No.: DSWD7-24-0351)			
		(Total Amount in Words)		Gross Amount	77,000.00
		Seventy Seven Thousand Pesos			
<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>					
Conforme: _____ Signature over Printed Name of Supplier		Very truly yours,  SHALAINE MARIE S. LUCERO, CESO IV Regional Director			
_____ Date					
Funds Available: _____ PAOLO GILBERTO B. CAPUL, CPA Regional Accountant		ALOBS No. : _____ Amount : _____			

PO No. DSWD7-AMP-2024-239

NOTICE OF AWARD

April 24, 2024

ANNABETH P. LUMACAD

Owner

Nyles Catering Services / Annabeth P. Lumacad
Mayabon, Zamboanguita, Negros Oriental

Dear **Ms. Lumacad**:

We are glad to notify you that the **Provision of Catering Services and Venue for Negros South Cluster Meeting CY 2024** under **RFQ No. DSWD7-2024-0351** is hereby awarded to **Nyles Catering Services / Annabeth P. Lumacad** amounting **Seventy-Seven Thousand Pesos (Php 77,000.00)**.

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:

ANNABETH P. LUMACAD

Owner

Date: _____

NOTICE TO PROCEED

April 24, 2024

ANNABETH P. LUMACAD

Owner

Nyles Catering Services / Annabeth P. Lumacad
Mayabon, Zamboanguita, Negros Oriental

Dear **Ms. Lumacad**:

Please be informed that you may now proceed as the Service Provider for the contract entitled **Provision of Catering Services and Venue for Negros South Cluster Meeting CY 2024** under **PO No. DSWD7-AMP-2024-239** amounting to **Seventy Seven Thousand Pesos (Php 77,000.00)**, 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 26, 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:

ANNABETH P. LUMACAD

Owner

Date: _____