



Department of Social Welfare and Development

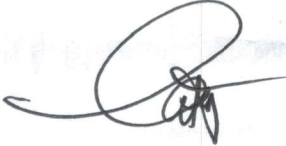
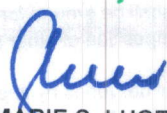
**PURCHASE ORDER**Department of Social Welfare and Development  
Field Office VII, Cebu City

<b>Supplier:</b>	<b>ALPA HOTEL MANAGEMENT AND SERVICES, INC.</b>	<b>PO No. DSWD7-AMP-2024-242</b>
<b>Address:</b>	Alpa City Suites Cor. F. Cabahug & Hernan Cortes Street, Brgy. Subangdaku, Mandaue City	<b>Date:</b> 4/25/2024
<b>Contact No.:</b>	0956-240-4146	<b>Mode of Procurement:</b> NP-Lease of Venue
<b>Contact Person:</b>	Catherine T. Englis	<b>TIN:</b> 264-544-242-000

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

Place of Delivery:	Within Cebu City/Mandaue City/ Nearby Cities	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.		
<b>Stock No.</b>	<b>Unit</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Cost</b>	<b>Amount</b>
		Provision of Catering and Venue for the conduct of the following activities			
		<b>1. SEMESTRAL PPPMO MEETING (RPMO, PROVINCIAL LINKs, SWOIIIs)</b>			
	<b>pax</b>	<b>June 5, 2024</b> Liveout: 3 meals and 2 snacks	<b>45</b>	<b>1,100.00</b>	<b>49,500.00</b>
	<b>pax</b>	<b>November 28, 2024</b> Liveout: 3 meals and 2 snacks	<b>45</b>	<b>1,100.00</b>	<b>49,500.00</b>
		<b>2. QUARTERLY PROVINCIAL LINKs MEETING</b>			
	<b>pax</b>	<b>May 21, 2024</b> Liveout: 2 meals and 2 snacks (Breakfast as the first provision and PM snacks as the last provision)	<b>15</b>	<b>780.00</b>	<b>11,700.00</b>
	<b>pax</b>	<b>June 6, 2024</b> Liveout: 2 meals and 2 snacks (Breakfast as the first provision and PM snacks as the last provision)	<b>15</b>	<b>780.00</b>	<b>11,700.00</b>
	<b>pax</b>	<b>September 13, 2024</b> Liveout: 2 meals and 2 snacks (Breakfast as the first provision and PM snacks as the last provision)	<b>15</b>	<b>780.00</b>	<b>11,700.00</b>
	<b>pax</b>	<b>November 7, 2024</b> Liveout: 2 meals and 2 snacks (Breakfast as the first provision and PM snacks as the last provision)	<b>15</b>	<b>780.00</b>	<b>11,700.00</b>
	<b>meeting</b>	<b>Venue Rental</b>	<b>6</b>	<b>4,500.00</b>	<b>27,000.00</b>
		<b>Details:</b> 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 "Lapulapu Hall" (7AM- 9PM 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.			
		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. (RA 9593 or the Tourism Act of 2009)			

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p><b>Space Requirements:</b> World Cafe Arrangement. With a maximum of 80% operational capacity and Provision of 1 table for the registration/working table for secretariat and for the laptop/projector. 1 table for the for Resource Persons. With ample space for workshops or activities like group role playing and other structured learning activities. With elevated platform and lectern. * Compliant to the existing IATF restriction guidelines.</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 projectors 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 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>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's 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). Guests 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 also be a No Human Trafficking Poster.</p> <p><b>Hotel 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</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/Dinner:</b> Appetizer, Rice, Soup, 3 main dishes (vegetable, 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> variation of Pasta, bread, pastries, burgers, pizza, native snacks and natural/local juice (Like Lemon grass, Calamansi, Buko, Watermelon or Cucumber. etc) <b>Unlimited</b> supply of Coffee and Purified/mineral drinking water <b>NO serving</b> of cream dory fish, powder juice, C2 and soft drinks			
		<b>Purpose:</b> Provision of Accommodation, Catering Services and Venue for the participants of the said activity <b>End User:</b> Pantawid			
		(Ref: PR No.: DSWD7-24-0323)			
	<b>(Total Amount in Words)</b>	<b>One Hundred Seventy Two Thousand Eight Hundred Pesos</b>		<b>Gross Amount</b>	<b>172,800.00</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:</p> <p></p> <p><u>Englis Catherine T</u> Signature over Printed Name of Supplier</p> <p><u>MAY 08 2024</u> Date</p>		<p>Very truly yours,</p> <p></p> <p><b>SHALAINIE MARIE S. LUCERO, CESO IV</b> Regional Director</p>			
<p>Funds Available:</p> <p><b>PAOLO GILBERTO B. CAPUL, CPA</b> Regional Accountant</p>		<p>ALOBS No. : _____</p> <p>Amount : _____</p>			

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