

PURCHASE ORDER							
Supplier:				Department of Social Welfare and Development			
Address:	POBLaCION, Siquijor, Siquijor			Date:	Field Office VII, Cebu City		
Contact No.:	0906-338-3890 / 0356-374-4819			Mode of Procurement:	NP-Lesase of Venue		
Contact Person:	Imelda Rubio			TIN:	914-722-437-002		
General:	Please furnish this Office the following articles subject to the terms and conditions contained herein:						
Place of Delivery:	Within Municipalities of Siquijor and San Juan						
Date of Delivery:	Upon Actual Date of Activity						
Please furnish this Office the following articles subject to the terms and conditions contained herein:							
Provision of Board and Lodging, Catering Services and Venue for the							
QUARTERLY CONSULTATION							
DIALOGUE WITH NEGROS							
ORIENTAL AND SIQUIJOR							
LSWDOS							
Dates:							
Details: (should be served as assisted buffet)							
Rental 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 morguees or mortuaries and the like.							
Use of one (1) Function Room "Elias Function Hall" (7AM - 9PM as the maximum) that can accommodate double the number of Pax indicated from the back of one chair to the back of another chair shall be more than 1 meter apart and the tables shall be arranged such that the distance between guests face each other from a distance of at least 1 meter under (RA 9593 or the Tourism Act of 2009). Female within or near the conference room. (RA 9593 or the Tourism Act of 2009)							
Space Requirements:							
U-Shape Arrangement. With a provision of 1 table for the registration/working table for the secretariat and for the laptop/projector. With ample space for workshops or activities like group playing and other structured learning activities. With elevated platform and lectern.							
WIFI Connection:							
Available WIFI connection in the function room should be at least 100mbps for the download speed playing of presentation materials and videos required for the training. Inclusion of LAN connection as back-up for training team.							
Female within or near the conference room. Availability of separate comfort rooms for Male & Female within or near the conference room.							

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
<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.			
		Use of 1 LCD projector in good condition for surround system. Complete Functional Audio Visual presentation. Complete Functional Audio Visual (surround system) with at least 3 wireless microphones and 2 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 own equipment.			
		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 & shampoo. TV and cabinet must be readily available in each room with enough hangars. Room for the secretariat and staff members 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 valid certificate of Authority to Operate by DOT safety certificates of Authorization to provide a Health Declaration Form upon check in and sanitization 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).			
		• Provision of Backdrop and Welcome streamers/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 valid certificate (must be attached for TWG).			
		Other Requirements			
		Resourse Persons must be with WiFi connection. Room for the secretariat and enough hangars. Room for the secretariat and staff members 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 valid certificate (must be attached for TWG).			
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		streame			
		rs/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			
		valid certificate of Authority to Operate by DOT safety			
		certificates of Authorization to provide a Health			
		Declaration Form upon check in and sanitization			
		kit shall be provided for each guest which may			
		include 70% solution alcohol or alcohol-based			
		sanitizers and face masks together with bathroo			
		m amenities (RA 9593 or the Tourism Act of 2009).			
		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.			
		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.			

PO No. DSW/DT-AMP-2024-24

Stock No	Unit	Description	Quantity	Unit Cost	Amount
<b>Catering Services: Buffet Meals and Snacks</b>					
<p><b>Breakfast:</b> Rice, Soup, 3 main courses (choice of chicken, beef, fish), 1 dessert (preferably fruits), Drinks (coffee or hot chocolate)</p> <p><b>Lunch/Dinner:</b> Rice, Soup, 3 main dishes (vegetable, fish, chicken and beef) Dessert (choice of fresh fruits, fruit salad or pastries like cake) and natural juices</p> <p><b>AM / PM Snacks:</b> preferably sandwich, pizza or pasta with natural juices</p> <p><b>Must be natural juices (like Lemon grass, calamansi, buko, watermelon or cucumber juice)</b></p> <p><b>Unlimited supply of Coffee and Purified/mineral drinking water</b></p> <p><b>Strictly NO</b> serving of cream dry fish, powder juice and soft drinks</p> <p><b>Purpose:</b> Provision of Catering Services and Venue for the participants of the said activity</p> <p><b>End User:</b> TAORS</p> <p><b>(Ref. FR No.: DSW/DT-24-0286A)</b></p>					
<p><b>Total Amount in Words</b> <b>Seventy Two Thousand Pesos</b> <b>72,000.00</b></p> <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>Very truly yours,</p> <p><i>[Signature]</i></p> <p><b>SHALAINNE MARIE S. LUCERO, CESO IV</b></p> <p><b>Regional Director</b> <i>[Signature]</i></p> <p><b>PAULO GILBERTO B. CAPUL, CPA</b></p> <p><b>Regional Accountant</b> <i>[Signature]</i></p> <p><b>Amount:</b> _____</p> <p><b>ALBOS No.:</b> _____</p> <p><b>Date</b> _____</p> <p><b>Funds Available:</b> _____</p> <p><b>Signature over Printed Name of Supplier</b> _____</p> <p><b>Conforme:</b> _____</p>					



Date:

Authorized Representative  
**IMELDA RUBIO**

Conforme:

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

Very truly yours,

Thank you.

Failure to conform to this award shall constitute sufficient ground for cancellation and will be awarded to the second (2nd) lowest and responsive quotation.

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.

We are glad to notify you that the Provision of Board and Lodging, Catering Services and Venue for Quarterly Consultation Dialogue with Negros Oriental and Siquijor LSWDOs under RFQ No. DSWD-7-2024-0286A is hereby awarded to E.I. Suites amounting Seventy-Two Thousand Pesos (Php 72,000.00).

Dear Ms. Rubio:

E.I. Suites  
AuthORIZED Representative  
IMELDA RUBIO  
Poblacion, Siquijor, Siquijor

April 25, 2024

## NOTICE OF AWARD



Date:

IMELDA RUBIO  
Authorized Representative

Conforme:

SHALAINNE MARIE S. LUCERO, CESO IV

Very truly yours,

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

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 June 28, 2024.

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 Dialogue with Negros Oriental and Siquijor LSWDOs under PO No. DSWD7-AMP-2024-244 amounting to Seventy-Two Thousand Pesos (Php 72,000.00), inclusive of all applicable government taxes.

Dear Ms. Rubio:

IMELDA RUBIO  
Authorized Representative  
E.I. Suites  
Population, Siquijor, Siquijor  
April 25, 2024

## NOTICE TO PROCEED