



PURCHASE ORDER

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

Supplier: GOLDEN VALLEY HOTEL, INC. Address: Pelaez St., Cebu City Contact No.: 0968-563-2563 Contact Person: Odette A. Rosell	PO No. DSWD7-AMP-2024-248 Date: 4/25/2024 Mode of Procurement: NP-Lease of Venue TIN: 004-265-210-000
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Gentlemen:
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery:	Within Cebu City 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 Catering Services and Venue for the STRENGTHENING TEAM CONNECTION AMONG CEBU CLUSTER 3 PANTAWID PAMILYANG PILIPINO WORKFORCE THROUGH VARIOUS WELLBEING ACTIVITIES			
		Dates:			
	pax	DECEMBER 5, 2024 <small>LIVEOUT : Lunch, AM and PM snacks (AM snacks as the first provision and PM snacks as last provision)</small>	103	500.00	51,500.00
	lot	Venue Rental	1	5,000.00	5,000.00
		Manner of Serving of Food: 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 "Alicia 5 & 6" (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>WIFI Connection:</p>			
		<p>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>Lighting System</p>			
		<p>Must have enough white light bulbs and not yellow/dim bulbs to ensure good vision of participants for the entire session.</p>			
		<p>Space Requirements:</p>			
		<p>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>Audio Visual Requirements:</p>			
		<p>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>Other Requirements</p>			
		<p>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</p>			
		<p>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.</p>			

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		Catering Services: Buffet Meals and Snacks Menu: Lunch: Rice, Soup, 3 main courses (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, powdered juice and soft drinks Purpose: Provision of Catering Services and Venue for the participants of the said activity End User: Pantawid (Ref: PR No.: DSWD7-24-0298)			
(Total Amount in Words)		Fifty Six Thousand Five Hundred Pesos		Gross Amount	56,500.00
<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 style="text-align: right;">Very truly yours,</p> <p>Conforme: <u><i>Paolo B. Capul</i></u> Signature over Printed Name of Supplier</p> <p><u>May 7, 2024</u> Date</p> <p style="text-align: right;"><i>Shalaine Marie S. Lucero</i> SHALAINE MARIE S. LUCERO, CESO IV Regional Director</p>					
Funds Available: PAOLO GILBERTO B. CAPUL, CPA Regional Accountant			ALOBS No. : _____ Amount : _____		

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