

Stock No.		Unit	Description	Quantity	Unit Cost	Amount
			Provision of Board and Lodging, Catering Services and Venue for the INTRA-REGIONAL EXPOSURE OF ICC/IP SELF HELP GROUPS WITH PARTNERS AND TRIBAL CHIEFTAINS			
			Dates:			
	pax	JULY 18, 2024	FULLBOARD : (3 MEALS AND 2 SNACKS WITH ACCOMMODATION)	20	1,800.00	36,000.00
	pax	JULY 19, 2024	LIVE OUT : Breakfast, Lunch, AM and PM snacks (Breakfast as the first provision and PM Snacks as last provision)	20	800.00	16,000.00
	meeting	Venue Rental	Details: should be served as assisted buffet	1	5,000.00	5,000.00
			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 "Lalimar Cogon Pavillon" (7AM- 11PM 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:			
			U shape arrangement with a 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.			
			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 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. 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.			



PURCHASE ORDER

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

Supplier: LALIMAR RESORT	PO No. DSWD7-AMP-2024-294
Address: San Jose, La Libertad, Negros Oriental	Date: 05/03/2024
Contact No.: 0917-707-1409	Mode of Procurement: NP-Agency to Agency
Contact Person: Dyna T. Husain	TIN: 000-613-910

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

Place of Delivery: Within Mabinay, Negros Oriental or Nearby Cities and 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
		<p>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.</p> <p>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)</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>			
		<p>Catering Services: Buffet Meals and Snacks</p> <p>Menu: Breakfast: Rice, Soup, 2 main courses (choice of chicken, beef, fish, eggs), 1 dessert (preferably fruits), Drinks (coffee or hot chocolate) Lunch/Dinner: Rice, Soup, 1 vegetable course, 2 main dishes (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</p> <p>Purpose: Provision of Catering Services and Venue for the participants of the said activity</p>			
		End User: PPPP			
		(Ref: PR No.: DSWD7-24-0482)			
		(Total Amount in Words) Fifty Seven Thousand Pesos		Gross Amount	57,000.00
<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>					
Conforme:		<p>Very truly yours,</p> <p><i>Shalaine Marie S. Lucero</i></p> <p>SHALAINA MARIE S. LUCERO, CESO IV Regional Director</p>			
<p>Signature over Printed Name of Supplier</p> <p>_____</p> <p>Date</p> <p>_____</p>		<p>PAOLO GILBERTO B. CAPUL, CPA</p> <p>Regional Accountant</p>		<p>ALOBS No. : _____</p> <p>Amount : _____</p>	

PO No. DSWD7-AMP-2024-482

NOTICE OF AWARD

May 3, 2024

DYNA T. HUSAIN
Authorized Representative
Lalimar Resort
San Jose, La Libertad, Negros Oriental

Dear **Ms. Husain**:

Greetings!

We are glad to notify you that the **Provision of Board and Lodging, Catering Services and Venue for Intra-Regional Exposure of ICC/IP Self Help Groups with Partners and Tribal Chieftains** under RFQ No. **DSWD7-2024-0482** is hereby awarded to **Lalimar Resort** amounting **Fifty-Seven Thousand Pesos (Php 57,000.00)**.

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,


SHALAIN MARIE S. LUCERO, CESO IV
Regional Director

Conforme:

DYNA T. HUSAIN
Authorized Representative

Date: _____

NOTICE TO PROCEED

May 3, 2024

DYNA T. HUSAIN
Authorized Representative
Lalimar Resort
San Jose, La Libertad, Negros Oriental

Dear **Ms. Husain**:

Greetings!

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 Intra-Regional Exposure of ICC/IP Self Help Groups with Partners and Tribal Chieftains** under PO No. **DSWD7-AMP-2024-294** amounting to **Fifty-Seven Thousand Pesos (Php 57,000.00)**, 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 July 18-19, 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:

DYNA T. HUSAIN
Authorized Representative

Date: _____