



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-2024-297 Date: 05/03/2024 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	Delivery Term:	Upon Actual Date of Activity within 30 calendar days after receipt of billing.		
Date of Delivery:	Pls. see dates stated below	Payment Term:			
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		Provision of Catering Services and Venue for the AICS STAKEHOLDERS MEETING			
		Dates:			
	pax	MAY 22, 2024 LIVEOUT : Lunch, AM and PM snacks (AM snacks as the first provision and PM snacks as last provision)	60	500.00	30,000.00
	pax	NOVEMBER 20, 2024 LIVEOUT : Lunch, AM and PM snacks (AM snacks as the first provision and PM snacks as last provision)	60	500.00	30,000.00
	lot	Venue Rental	2	5,000.00	10,000.00
		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" (7AM- 7PM 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
		WIFI Connection:			
		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.			
		Lighting System			
		Must have enough white light bulbs and not yellow/dim bulbs to ensure good vision of participants for the entire session.			
		Space Requirements:			
		Conference Type/World Cafe Arrangement. With a maximum of 50% operational capacity. 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.			
		Audio Visual Requirements:			
		Use 2 LCD projector, 2 projector screen and or LED screen and laptop for presentation. A camera for the virtual attendee. Complete functional Audio Visual Equipment with at least 3 microphones, preferably wireless. There has to be standby operator to assist in the AV needs. Audio Visual must be set up at least 1 hour before the activity. No electrical charge for the use of own equipment. Available WIFI connection in the function room for the downloading, playing of presentation materials and videos required for the training and for the online activity.			
		Other Requirements			
		There should be a 70% solution alcohol-based hand sanitizers and tissue paper/paper towel available at comfort rooms and on the conference room. (RA 9593 or the Tourism Act of 2009). The facility should have a no trafficking poster. Venue must be a smoke free zone in compliance to RA9211 (Tobacco Regulation Act of 2003).			
		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.			

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		Catering Services: Buffet Meals and Snacks Menu: Lunch: Rice, Soup, 2 main courses (choices of: Beef/Pork/ Chicken/Fish (not cream dory), 1 main dish: vegetables, Dessert. Fruits (in replacement of drinks) AM/PM Snacks: Variations of pasta, bread, pastries, burgers, pizza, native snacks and natural/local juice (like Lemon grass, Calamansi, Strictly no serving of softdrinks No serving on cream dory fish 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: AICS (Ref: PR No.: DSWD7-24-0297)			
(Total Amount in Words)		Seventy Thousand Pesos		Gross Amount	70,000.00

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.

Very truly yours,

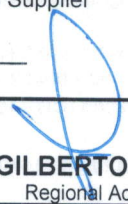
SHALAINA MARIE S. LUCERO, CESO IV
Regional Director 

Conforme: 

Signature over Printed Name of Supplier

5/7/2024

Date

Funds Available: **PAOLO GILBERTO B. CAPUL, CPA**
Regional Accountant 

ALOBS No. : _____
Amount : _____

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