



PURCHASE ORDER

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

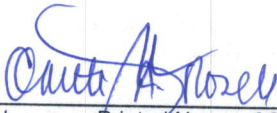
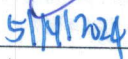

Supplier: GOLDEN VALLEY HOTEL, INC.	PO No. DSWD7-AMP-2024-301
Address: Pelaez St., Cebu City	Date: 05/03/2024
Contact No.: 0968-563-2563	Mode of Procurement: NP-Lease of Venue
Contact Person: Odette A. Rosell	TIN: 004-265-210-000

Gentlemen:

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

Place of Delivery:	Within Metro Cebu	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 CY 2025 WORK AND FINANCIAL PLANNING (WFP) WORKSHOP			
		Dates:			
	pax	JULY 25, 2024 LIVEOUT : Lunch, AM and PM snacks (AM snacks as the first provision and PM snacks as last provision)	53	500.00	26,500.00
	pax	JULY 26, 2024 LIVEOUT : Lunch, AM and PM snacks (AM snacks as the first provision and PM snacks as last provision)	53	500.00	26,500.00
	lot	Venue Rental	2	7,000.00	14,000.00
		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 6" (7AM- 9PM 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 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).			

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p>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.</p> <p>Lighting System 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: 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.</p> <p>Audio Visual Requirements: Use 1 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 4 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.</p> <p>Other Requirements 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 teh 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. 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 mustbe a smoke free zone in compliance to RA9211 (Tobacco Regulation Act of 2003).</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: Breakfast: Rice, Soup, 3 main courses (choice of pork, chicken, beef, fish, eggs), 1 dessert (preferably fruits) - Drinks (coffee, hot chocolate or juice) Lunch/Dinner: Rice, Soup, 1 vegetable course - 3 main courses (pork, fish, chicken and beef), Fresh fruit Juice - Dessert (choice of fresh fruits, fruit salad or pastries like cake) 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: PDPS (Ref: PR No.: DSWD7-24-0503)			
(Total Amount in Words)		Sixty Seven Thousand Pesos		Gross Amount	67,000.00
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.					
Conforme:		 Signature over Printed Name of Supplier  Date	Very truly yours,  SHALAINIE MARIE S. LUCERO, CESO IV Regional Director		
Funds Available: PAOLO GILBERTO B. CAPUL, CPA Regional Accountant			ALOBS No. : _____ Amount : _____		

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