



PURCHASE ORDER



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

Supplier: FIVE PLUS FIVE ALLIANCE CORPORATION DOING BUSINESS UNDER THE NAMES AND STYLES OF NOBLE BY GRAND REGAL HOTELS	PO No. DSWD7-AMP-2024-310
Address: Gov. M. Cuenco Ave., Kasambagan, Cebu City Contact No.: 0917-117-8887 Contact Person: Melissa Carmela Concepcion	Date: 5/7/2024 Mode of Procurement: NP-Lease of Venue TIN: 009-762-268-000

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		
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 Board and Lodging, Catering Services and Venue for the NATIONAL USERS TRAINING ON THE INTEGRATED GRIEVANCE REDRESS MANAGEMENT SYSTEM (IGRMS) ROLLOUT CY 2024-VISAYAS CLUSTER			
		Dates:			
	pax	MAY 22, 2024 <i>Fullboard: Lunch as first provision and Dinner as last provision with accommodation</i>	50	2,150.00	107,500.00
	pax	MAY 23, 2024 <i>Fullboard: 3 meals and 2 snacks with accommodation</i>	50	2,560.00	128,000.00
	pax	MAY 24, 2024 <i>Liveout: Breakfast as first provision and AM snacks as last provision</i>	50	360.00	18,000.00
		Details: 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 "Radja" (7AM- 9PM 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. 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). Availability of separate comfort rooms for Male and Female within or near the conference room.			
		Space Requirements:			
		World Café Arrangement. With a maximum of 50% operational capacity and 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.			

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p>Lighting System of Conference Room:</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>Room Requirement:</p> <p>Double sharing with separate bed for each pax that a distance of 1 to 2 meters between the beds is highly required. Preferably 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 and shampoo. TV and cabinet must be readily available in each room with enough hangers. Room for the secretariat and Resource Persons must be with WIFI connection.</p> <p>Audio Visual Requirement:</p> <p>Use of 2 LCD projector in good condition for presentation. Complete functional Audio Visual (surround sound system) with at least 3 wireless microphones and 2 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.</p> <p>WIFI Connection:</p> <p>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:</p> <p>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>			

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		Catering Services: Buffet Meals and Snacks Menu: Breakfast: Rice, Soup, 3 main courses (choice of chicken, beef, pork), 1 dessert (preferably fruits), Drinks (coffee or hot chocolate) Lunch/Dinner: Rice, Soup, vegetables and 3 main dishes (pork, 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			
		Purpose: Provision of Board and Lodging, Catering Services and Venue for the participants of the said activity End User: BFIRST			
		(Ref: PR No.: DSWD7-24-0478)			
	(Total Amount in Words)	Two Hundred Fifty Three Thousand Five Hundred Pesos		Gross Amount	253,500.00
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:	 Melissa Carcela Conception Signature over Printed Name of Supplier 5/10/2024 Date	Very truly yours,  SHALAINE MARIE S. LUCERO, CESO IV Regional Director			
Funds Available:	PAOLO GILBERTO B. CAPUL, CPA Regional Accountant	ALOBS No.: _____ Amount: _____			

PO No. DSWD7-AMP-2024-310