

Stock No.		Unit	Description	Quantity	Unit Cost	Amount
			Provision of Board and Lodging, Catering Services and Venue for the Integrated Performance Review and Evaluation of the Office of the Undersecretary for Innovations (IPREW)			
			Dates:			
	pax	October 9, 2024	FULLBOARD: Breakfast as the first provision and Dinner as last provision	26	2,500.00	65,000.00
	pax	October 10, 2024	FULLBOARD: Breakfast as the first provision and Dinner as last provision	26	2,500.00	65,000.00
	pax	October 11, 2024	FULLBOARD: Breakfast as the first provision and Dinner as last provision	26	2,500.00	65,000.00
		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.				



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-2024-401
Address:	Gov. M. Cuenco Ave., Kasambagan, Cebu City	Date:	May 24, 2024
Contact No.:	0917-317-9782	Mode of Procurement:	NP-Lease of Venue
Contact Person:	Melissa Carmela Concepcion	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.

	<p>Amenities</p> <p>Requirements/inclusions</p> <p>Conference Room Requirement</p> <p>Use of one (1) Function Room "Regalla" (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.</p>			
	<p>Space Requirements:</p> <p>U Shape arrangement. Provision of 1 table for the registration/working table for the 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</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) -- at least 20 mbps for 50 pax; Inclusion of LAN Connection as back-up for training team.</p> <p>Lighting System</p> <p>Must have enough white light bulbs and not yellow/dim bulbs to ensure the good vision of participants for the entire session.</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 6 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>Room requirement:</p> <p>Double sharing with separate beds 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 & shampoo. The 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 of at least 100mbps.</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. Hotel must be a smoke-free zone in compliance with RA 9211 with a No Smoking Poster visible at the lobby or front desk. There should also be a No Human Trafficking Poster.</p> <p>Hotel must provide SOA, and Menu on the last day of the activity. Payment is within 30 days after receipt of the complete set of supporting documents.</p>			
	<p>Catering Services: Buffet Meals and Snacks</p> <p>Breakfast: Rice, Soup, 3 main courses (choice of chicken, beef, fish), 1 dessert (preferably fruits), Drinks (coffee or hot chocolate)</p> <p>Lunch/Dinner: Rice, Soup, 1 vegetable dish, 3 main dishes (pork, fish, chicken and beef)</p> <p>Dessert (choice of fresh fruits, fruit salad or pastries like cake) and natural juices</p> <p>AM/PM Snacks: Variations of pasta, bread, pastries, burgers, pizza, native snacks and natural/local juice (like Lemon grass,</p> <p>Purpose: Provision of Board and Lodging, Catering Services and Venue for the participants of the said activity</p>			
	<p>End User: TARA-BASA</p>			
	<p>(Ref: PR No.: DSWD7-24-0575) ✓</p>			

(Total Amount in Words)

One Hundred Ninety-Five Thousand Pesos

Gross Amount

195,000.00

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,



SHALAINÉ MARIE S. LUCERO, CESO IV

Regional Director

TL-OK

Conforme:

Signature over Printed Name of Supplier

Date

Funds Available:

PAOLO GILBERTO B. CAPUL, CPA

Regional Accountant