



## PURCHASE ORDER

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

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| <b>Supplier:</b> <b>GOLDEN VALLEY HOTEL</b><br><b>Address:</b> Pelaez St., Cebu City<br><b>Contact No.:</b> 0968-563-2563<br><b>Contact Person:</b> Odette A. Rosell | <b>PO No.</b> <b>DSWD7-AMP-2024-403</b><br><b>Date:</b> <b>May 24, 2024</b><br><b>Mode of Procurement:</b> NP-Lease of Venue<br><b>TIN:</b> 004-265-210-000 |
|--|---|

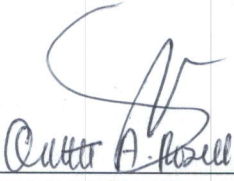


Gentlemen:

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

| Stock No. | Unit        | Description  | Quantity  | Unit Cost       | Amount           |
|-----------|-------------|--|-----------|-----------------|------------------|
|           |             | <b>Provision of Catering Services and Venue for the Semestral Office Performance Contract (OPC) Checkpoint 2024</b><br><br>Dates:  |           |                 |                  |
|           | <b>pax</b>  | <b>June 11, 2024</b><br>Liveout: AM snacks as the first provision and PM snacks as last provision  | <b>70</b> | <b>500.00</b>   | <b>35,000.00</b> |
|           | <b>pax</b>  | <b>November 12, 2024</b><br>Liveout: AM snacks as the first provision and PM snacks as last provision  | <b>70</b> | <b>500.00</b>   | <b>35,000.00</b> |
|           | <b>days</b> | <b>Venue Rental</b>  | <b>2</b>  | <b>7,000.00</b> | <b>14,000.00</b> |
|           |             | <b>Details:</b> Lunch, AM & PM snacks (to be served as assisted buffet)<br><br><b>Neighborhood Data</b><br><br>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.  |           |                 |                  |
|           |             | <b>Amenities</b><br><br><b>Requirements/inclusions</b><br><br><b>Conference Room Requirement</b><br><br>Use of one (1) Function Room "Alicia 5&6" (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. |           |                 |                  |

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|  | <p><b>Space Requirements:</b><br/> Conference Type/ World Cafe Arrangement. 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 an elevated platform and lectern.</p> <p><b>WIFI Connection:</b><br/> Available of strong WIFI connection in the function room for the downloading, playing of presentation materials and videos required for the training. (atleast 20 mbps for 50 pax;) Inclusion of LAN Connection as back-up for the training team.</p> <p><b>Lighting System</b><br/> Must have enough white light bulbs and not yellow/dim bulbs to ensure a good visual of participants for the entire session.</p> <p><b>Audio Visual Requirements:</b><br/> Use of 1 LCD projector in good condition for presentation. Complete functional Audio Visual (surround sound system) with at least 3 wireless microphones and 2 with wires. 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. Available whiteboard, extension cords, and Philippine Flag.</p> |  |  |  |
|  | <p><b>Other Requirements</b><br/> 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. The hotel should be able to provide a certificate of Authority to Operate by DOT safety sealed certificate (must be attached for TWG) Hotel must be a smoke-free zone in compliance with RA 9211 with a No Smoking Poster visible at the lobby or front desk.<br/> There should also be a No Human Trafficking Poster.</p>  |  |  |  |
|  | <p><b>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.</b></p>   |  |  |  |



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|  | <p><b>Catering Services: Buffet Meals and Snacks</b></p> <p><b>Breakfast:</b> Rice, Soup - 3 main courses (choice of pork, chicken, beef, fish, eggs) - 1 dessert (preferably fruits) - Drinks (coffee, hot chocolate or juice)</p> <p><b>Lunch/Dinner:</b> Rice, Soup - 1 Vegetable course - 3 main dishes (pork, fish, chicken and beef) - Fresh Fruit Juice - Dessert (choice of fresh fruits, fruit salad or pastries like cake)</p> <p><b>AM/PM Snacks:</b> Variation of pasta, bread, pastries, burgers, pizza, native snacks and natural/local juice (like Lemonade, Calamansi, Buko, Watermelon or Cucumber, etc.)</p> <p><b>Unlimited supply of</b> Coffee and Purified/mineral Drinking Water<br/>Strictly NO serving of cream dory fish, powdered juice and soft drinks<br/>Strictly NO serving of Pansit as viand</p> |  |                         |
|  | <p><b>Purpose:</b> Provision of Catering Services and Venue for the participants of the said activity</p> <p><b>End User:</b> PPD</p>   |  |                         |
|  | (Ref: PR No.: DSWD7-24-0504)  |  |                         |
| <p><b>(Total Amount in Words)</b></p>  | <p><b>Eighty Four Thousand Pesos</b></p>  | <p><b>Gross Amount</b></p>   | <p><b>84,000.00</b></p> |
| <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> |   |  |                         |
| <p>Conforme:</p>   | <p><br/>Signature over Printed Name of Supplier</p> <p><u>5/31/2024</u><br/>Date</p>   | <p>Very truly yours,</p> <p><br/><b>SHALAINA MARIE S. LUCERO, CESO IV</b><br/>Regional Director</p> |                         |
| <p>Funds Available:</p>  | <p><b>PAOLO GILBERTO B. CAPUL, CPA</b><br/>Regional Accountant </p>  |  |                         |