



Department of Social Welfare and Development

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

<b>Supplier:</b> MANHATTAN SUITES INN	<b>PO No.</b> DSWD7-AMP-2024-446
<b>Address:</b> South Road, Calindagan, Dumaguete City	<b>Date:</b> 06/06/2024
<b>Contact No.:</b> 0917-718-4816	<b>Mode of Procurement:</b> NP-Lease of Venue
<b>Contact Person:</b> Ruth Sarah A. Lim	<b>TIN:</b> 283-587-761-0000

Gentlemen:

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


Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		Provision of Board and Lodging, Catering Services and Venue for the			
		<b>SUPPLEMENTARY FEEDING PROGRAM INSPECTION AND ACCEPTANCE REVIEW AND EVALUATION (NEGROS ORIENTAL &amp; SQUIJOR BATCH)</b>			
		Date:			
	pax	<b>JUNE 21, 2024</b> FULLBOARD :Breakfast as first provision and Dinner as last provision with accommodation	<b>38</b>	<b>2,400.00</b>	<b>91,200.00</b>
		<b>Details:</b> should be served through managed buffet			
		<b>Neighborhood Data</b> 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>			
		<b>Requirements/inclusions</b>			
		<b>Conference Room Requirement</b> Use of one (1) Function Room "Elana 1" (7AM - 9PM) 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 & Female within or near the conference room. (RA 9593 or the Tourism Act of 2009)			

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p><b>Space Requirements:</b> World Cafe 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 and lectern.</p>			
		<p><b>WIFI Connection:</b> 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 training team. Availability of separate comfort rooms for Male &amp; Female within or near the conference room.</p>			
		<p><b>Lighting System</b> 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> 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 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. Available whiteboard, extension cords, and Philippine Flag. No electrical charge for the use of our own equipment.</p>			
		<p><b>Room Requirements:</b> 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 with 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 &amp; shampoo. TV and cabinet must be readily available in each room with enough hangers. Room for the secretariat and Resource Persons must be in WIFI connection of at least 100mbps</p>			
		<p><b>Other Requirements</b> Provision of Backdrop and Welcome streamers/Lobby posting. Availability of whiteboard, marker and extension cord. No electrical charge for the use of own equipment. 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. The 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 be a No Human Trafficking Poster. <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>			

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<b>Catering Services:</b> <b>Breakfast:</b> Rice, Soup, 2 main courses (choice of chicken, beef, pork and fish), 1 dessert (choices of assorted fruits), Drinks (choices of hot chocolate or natural fruit juice) <b>Lunch/Dinner:</b> Rice, Soup, 3 Main Courses (choices of chicken, prok, beef or fish) & 1 vegetable dish, <b>Dessert</b> (choices of assorted fruits, salad or cakes), and Drinks (choice of natural fruit juice) <b>AM/PM snacks:</b> choices of Pasta, Noodles, Sandwiches, Burgers or Native Kakanin and Natural Fruit Juice or Hot Choco if applicable. <b>Unlimited supply</b> of coffee and purified drinking water <b>No serving</b> of Creamdory fish <b>No serving</b> of Bam-E, Pansit or Bihon (as viand) <b>Strictly No Softdrinks, Flavored Bottled Drinks and</b>			
		<b>Purpose:</b> Provision of Board and Lodging, Catering Services and Venue for the participants of the said activity <b>End User:</b> SFP (Ref: PR No.: DSWD7-24-0307)			
		<b>(Total Amount in Words)</b>		<b>Gross Amount</b>	<b>91,200.00</b>
		<b>Ninety One Thousand Two Hundred Pesos</b>			

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,



**SHALAINIE MARIE S. LUCERO, CESO IV**  
Regional Director

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Conforme:

\_\_\_\_\_  
Signature over Printed Name of Supplier

\_\_\_\_\_  
Date

**PAOLO GILBERTO B. CAPUL, CPA**  
Regional Accountant

ALOBS No. : \_\_\_\_\_

Amount : \_\_\_\_\_

PO No. DSWD7-AMP-2024-446

## NOTICE OF AWARD

June 6, 2024

**RUTH SARAH N. LIM**  
Authorized Representative  
Manhattan Suites Inn  
Calindagan, Dumaguete City, Negros Oriental

Dear **Ms. Lim:**

Greetings!

We are glad to notify you that the **Provision of Board and Lodging, Catering Services and Venue for Supplementary Feeding Program Inspection and Acceptance Review and Evaluation (NEGROS ORIENTAL AND SIQUIJOR BATCH)** under RFQ No. **DSWD7-2024-0307** is hereby awarded to Manhattan Suites Inn amounting **Ninety-One Thousand Two Hundred Pesos (Php 91,200.00)**.

Please signify your conformity by affixing your signature on the space provided below and return this Notice of Award to the Procurement Management Section immediately upon receipt.

Failure to conform to this award shall constitute sufficient ground for cancellation and will be awarded to the second (2nd) lowest and responsive quotation.

Thank you.

Very truly yours,

  
**SHALAINE MARIE S. LUCERO, CESO IV**  
Regional Director

Conforme:

**RUTH SARAH N. LIM**  
Authorized Representative

Date: \_\_\_\_\_

## NOTICE TO PROCEED

June 6, 2024

**RUTH SARAH N. LIM**  
Authorized Representative  
Manhattan Suites Inn  
Calindagan, Dumaguete City, Negros Oriental

Dear **Ms. Lim**:

Greetings!

Please be informed that you may now proceed as the Service Provider for the contract entitled **Provision of Board and Lodging, Catering Services and Venue for Supplementary Feeding Program Inspection and Acceptance Review and Evaluation (NEGROS ORIENTAL AND SIQUIJOR BATCH)** under PO No. **DSWD7-AMP-2024-446** amounting to **Ninety-One Thousand Two Hundred Pesos (Php 91,200.00)**, inclusive of all applicable government taxes.

This Notice binds you to your price proposal, schedule of requirements, technical specifications, and other terms and conditions stipulated in the Purchase Order. Please note that complete delivery of goods/services shall be made on June 21, 2024.

Kindly affix your signature and the corresponding date in the space provided below:

Very truly yours,

  
**SHALAINE MARIE S. LUCERO, CESO IV**  
Regional Director

Conforme:

**RUTH SARAH N. LIM**  
Authorized Representative

Date: \_\_\_\_\_