



PURCHASE ORDER

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

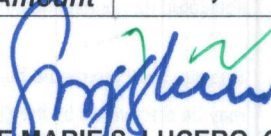
Supplier: GOLDEN PRINCE HOTEL AND SUITES / GOLDEN PRINCE HOTEL, INC. Address: Archbishop Reyes Ave. Cebu City Contact No.: 0968-563-2563 Contact Person: Dioda Libosana	PO No. DSWD7-AMP-2024-486 Date: June 13, 2024 Mode of Procurement: NP-Lease of Venue TIN: 211-745-841-000
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Gentlemen:

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

Place of Delivery: Within Cebu City / Lapulapu City	Delivery Term: upon actual date of activity
Date of Delivery:	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 ORIENTATION ON EMPATHIC COMMUNICATION			
		Date:			
	PAX	JUNE 20, 2024 FULL BOARD: Lunch, Dinner, AM and PM snacks with accommodations (Am snack as the first provision and Dinner as last provision) Note: Breakfast will be served on the 2nd day	40	2,600.00	104,000.00
	PAX	JUNE 21, 2024 LIVE OUT: Lunch, and AM snacks	40	400.00	16,000.00
		Manner of Serving Food: Should be served as an 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			
		Conference Room Requirement:			
		Use of one (1) Function Room " Jade Hall " (7AM- 7PM 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 & 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 an elevated platform and lectern.			
		Room requirement:			
		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 & 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.			
		WIFI Connection:			
		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>Lighting System Must have enough white light bulbs and not yellow/dim bulbs to ensure good visual of participants for the entire session.</p> <p>Audio Visual Requirements: 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. Availability of whiteboard, extension cords, and Philippine Flag. No electrical charge for the use of own equipment.</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 on the 1st day and last day of the activity. 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) Guests must be provided with a Health Declaration Form upon check in and sanitation kit shall be provided for each guest which may include 70% solution alcohol or alcohol-based sanitizers and face masks together with bathroom amenities (RA 9593 or the Tourism Act of 2009). 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. Hotels 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: Breakfast: Rice, Soup, 2 main courses (choice of chicken, beef, fish), 1 dessert (preferably fruits), Drinks (coffee or hot chocolate) Lunch/Dinner: Rice, Soup, Vegetables and 3 main dishes (pork, fish, 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</p> <p>Purpose: provision of accommodation, food and venue for the said participants</p>			
	End User: AVRC II			
	(Ref: PR No.: DSWD7-24-0463)			
	(Total Amount in Words) One Hundred Twenty Thousand Pesos		Gross Amount	120,000.00
<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>				
Conforme:	<p>Signature over Printed Name of Supplier</p> <p>_____</p> <p>Date</p>	Very truly yours,	<p> SHALAINEMARIE S. LUCERO, CESO IV Regional Director</p>	
Funds Available:	<p>PAOLO GILBERTO B. CAPUL, CPA Regional Accountant</p>			

NOTICE OF AWARD

June 13, 2024

DIODA LIBOSANA

Authorized Representative
Golden Prince Hotel and Suites / Golden Prince Hotel, Inc.
Archbishop Reyes Ave., Cebu City

Dear **Ms. Libosana:**

Greetings!

We are glad to notify you that the **Provision of Board and Lodging, Catering Services and Venue for Orientation on Empathic Communication** under **RFQ No. DSWD7-2024-0463** is hereby awarded to **Golden Prince Hotel and Suites / Golden Prince Hotel, Inc.** amounting **One Hundred Twenty Thousand Pesos (Php 120,000.00)**.

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 *mark*

Conforme:

DIODA LIBOSANA

Authorized Representative

Date: _____

NOTICE TO PROCEED

June 13, 2024

DIODA LIBOSANA
Authorized Representative
Golden Prince Hotel and Suites / Golden Prince Hotel, Inc.
Archbishop Reyes Ave., Cebu City

Dear **Ms. Libosana:**

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 Orientation on Empathic Communication** under **PO No. DSWD7-AMP-2024-486** amounting to **One Hundred Twenty Thousand Pesos (Php 120,000.00)**, 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 20-21, 2024.

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

Very truly yours,


SHALAINÉ MARIE S. LUCERO, CESO IV
Regional Director *to OK*

Conforme:

DIODA LIBOSANA
Authorized Representative

Date: _____