



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

Supplier:	<b>GOLDBERRY SUITES AND HOTEL CEBU / RED BARK TREASURES DEVELOPMENT CORP.</b>	PO No. <b>DSWD7-AMP-2025-003</b>
Address:	Escario St. Cor. Gonzales Compound Road, Kamputhaw, Cebu City	Date: <b>1/15/2025</b>
Contact No.:	0917-652-4237	Mode of Procurement: NP-Lease of Venue
Contact Person:	Geralyn R. Taoy	TIN: <b>119-247-179-015</b>

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

Place of Delivery:	WITHIN METRO CEBU	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 Catering Services and Venue for  
**SOCIAL PENSION PROGRAM  
STAFF MONTHLY MEETING**

pax	January 31, 2025	45	700.00	31,500.00
pax	February 28, 2025	45	700.00	31,500.00
pax	March 28, 2025	45	700.00	31,500.00
pax	April 25, 2025	45	700.00	31,500.00
pax	May 30, 2025	45	700.00	31,500.00
pax	June 27, 2025	45	700.00	31,500.00
pax	July 31, 2025	45	700.00	31,500.00
pax	August 29, 2025	45	700.00	31,500.00
pax	September 26, 2025	45	700.00	31,500.00
pax	October 30, 2025	45	700.00	31,500.00
pax	November 28, 2025	45	700.00	31,500.00
pax	December 19, 2025	45	700.00	31,500.00
meeting	Venue Rental	12	3,500.00	42,000.00

**LIVE OUT (AM Snacks, Lunch, PM Snacks)**

*Manner of Serving the Food: Lunch 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 "**Cristina Hall**" (7AM- 9PM as the maximum) that can accommodate the number of pax indicated with no middle/side obstructing post/object with wide space for breakout session/workshop activities. The venue must have a high ceiling. 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).


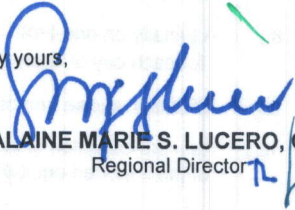
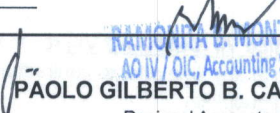
**Space Requirements:**

World Café arrangement. Provision of 1 table each 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.

**WIFI Connection:**

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 the training team.



Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p><b>Lighting System</b> Must have enough white light bulbs and not yellow/dim bulbs to ensure good visual of participants for the entire session.</p> <p><b>Audio Visual Requirements:</b> 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><b>Other Requirements</b> Provision of Backdrop or digital lobby posting. Provision of transportation for the secretariat from DSWD Field Office VII 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). A 70% solution alcohol or alcohol-based sanitizers must be provided on strategic locations accessible to the guests. 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.</p> <p><b>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.</b></p>			
		<p><b>Catering Services: Buffet Meals and Snacks</b></p> <p><b>Menu:</b>  <b>Lunch:</b> Rice, Soup, 1 vegetable dish, 2 main dishes (pork, fish, chicken and beef)  <b>Dessert:</b> (choice of fresh fruits, fruit salad or pastries like cake) and natural juices  <b>AM/PM Snacks:</b> Variations of pasta, bread, pastries, burgers, pizza, native snacks and natural/local juice (like Lemon grass, Calamansi, Buko, Watermelon or Cucumber, etc.)  <b>Unlimited supply of Coffee and Purified/mineral Drinking Water</b>  <b>Strictly NO</b> serving of cream dory fish, powder juice and soft drinks</p> <p><b>Purpose:</b> Provision of Catering Services and Venue for the participants of the said activity  <b>End User:</b> SocPen</p>			
		(Ref: PR No.: DSWD7-25-0022)			
<b>(Total Amount in Words)</b>		<b>Four Hundred Twenty Thousand Pesos</b>		<b>Gross Amount</b>	<b>420,000.00</b>
<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:  Signature over Printed Name of Supplier</p> <p><u>JAN 20 2025</u> Date</p>		<p>Very truly yours,  <b>SHALAINE MARIE S. LUCERO, CESO III</b> Regional Director</p>			
<p>Funds Available:  <b>PAOLO GILBERTO B. CAPUL, CPA</b> Regional Accountant</p>		<p>ALOS No. : _____ Amount : _____</p>			

PO No. DSWD7-AMP-2025-003

## NOTICE OF AWARD

January 15, 2025

**GERALYN R. TAOY**

Authorized Representative

Goldberry Suites and Hotel Cebu / Red Bark Treasures Development Corp.  
Escario St. Cor. Gonzales Compound Road, Kamputhaw, Cebu City

Dear **Ms. Taoy**:

Greetings!

We are glad to notify you that the **Provision of Catering Services and Venue for Social Pension Program Staff Monthly Meeting** under RFQ No. **DSWD7-2025-0022** is hereby awarded to **Goldberry Suites and Hotel Cebu / Red Bark Treasures Development Corp.** amounting **Four Hundred Twenty Thousand Pesos (Php 420,000.00)**.

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,

  
**SHALAINÉ MARIE S. LUCERO, CESO III**  
Regional Director

Conforme:

  
**GERALYN R. TAOY**  
Authorized Representative

Date: JAN 20 2025



## NOTICE TO PROCEED

January 15, 2025

**GERALYN R. TAOY**

Authorized Representative

Goldberry Suites and Hotel Cebu / Red Bark Treasures Development Corp.  
Escario St. Cor. Gonzales Compound Road, Kamputhaw, Cebu City

Dear **Ms. Taoy**:

Greetings!

Please be informed that you may now proceed as the Service Provider for the contract entitled **Provision of Catering Services and Venue for Social Pension Program Staff Monthly Meeting** under PO No. **DSWD7-AMP-2025-003** amounting to **Four Hundred Twenty Thousand Pesos (Php 420,000.00)**., 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 January 31, February 28, March 28, April 25, May 30, June 27, July 31, August 29, September 26, October 30, November 28, and December 19, 2025.

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

Very truly yours,



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



Conforme:



**GERALYN R. TAOY**  
Authorized Representative

Date:           JAN 20 2025