



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

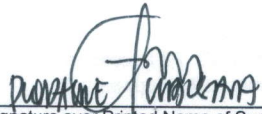

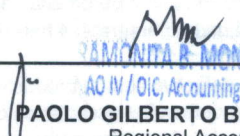
<b>Supplier:</b>	<b>GOLDEN PRINCE HOTEL AND SUITES / GOLDEN PRINCE HOTEL, INC.</b>	<b>PO No.</b> DSWD7-AMP-2025-004
<b>Address:</b>	Archbishop Reyes Ave. Cebu City	<b>Date:</b> 1/15/2025
<b>Contact No.:</b>	0968-563-2563	<b>Mode of Procurement:</b> NP-Lease of Venue
<b>Contact Person:</b>	Dioda Libosana	<b>TIN:</b> 211-745-841-000

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

<b>Place of Delivery:</b>	WITHIN METRO CEBU	<b>Delivery Term:</b>	Upon Actual Date of Activity
<b>Date of Delivery:</b>	Pls. see dates stated below	<b>Payment Term:</b>	within 30 calendar days after receipt of billing.
<b>Stock No.</b>	<b>Unit</b>	<b>Description</b>	<b>Quantity</b> <b>Unit Cost</b> <b>Amount</b>
		Provision of Board and Lodging, Catering Services and Venue for the <b>POST EVALUATION AND PLANNING WORKSHOP FOR SOCIAL PENSION PROGRAM STAFF</b>	
		<b>1ST SEMESTER</b>	
	<b>pax</b>	<b>June 18, 2025</b> FULL BOARD (Breakfast, Lunch, AM & PM Snacks, Dinner)	45    2,800.00    126,000.00
	<b>pax</b>	<b>June 19, 2025</b> FULL BOARD (Breakfast, Lunch, AM & PM Snacks, Dinner)	45    2,800.00    126,000.00
	<b>pax</b>	<b>June 20, 2025</b> LIVE OUT (Breakfast, AM Snacks and Lunch )	45    1,500.00    67,500.00
		<b>Manner of Serving Food:</b> Breakfast, Lunch and Dinner should be served as assisted 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 " <b>Jade Hall</b> " (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). Availability of separate comfort rooms for Male & Female within or near the conference room.	

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p><b>Space Requirement:</b></p> <p>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.</p> <p><b>Lighting system of Conference room:</b></p> <p>Must have enough white light bulbs and not yellow/dim bulbs to ensure good vision of participants for the entire session.</p> <p><b>Audio Visual Requirement:</b></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><b>Room requirement:</b></p> <p>Double/Triple sharing with separate beds for each pax that a distance of 1 to 2 meters between the beds is highly required. Beds should be at least 1 meter high from the floor and no foldable bed or extension bed on the floor. 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 &amp; 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><b>WIFI Connection:</b></p> <p>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.</p>			
		<p><b>Other Requirements</b></p> <p>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).</p> <p>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. There should also be a No Human Trafficking Poster.</p> <p><b>Hotels must provide SOA and menu on the last day of the activity.</b></p> <p><b>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, 3 main courses (choice of chicken, beef, fish), 1 dessert (preferably fruits), Drinks (coffee or hot chocolate) <b>Lunch/Dinner:</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 serving of cream dory fish, powder juice and soft drinks</b>			
		<b>Purpose:</b> Provision of Board and Lodging, Catering Services and Venue for the participants of the said activity <b>End User:</b> PSD-SocPen			
		(Ref: PR No.: DSWD7-25-0023)			
	<b>(Total Amount in Words)</b>	<b>Three Hundred Nineteen Thousand Five Hundred Pesos</b>		<b>Gross Amount</b>	<b>319,500.00</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>					
Conforme:	 Signature over Printed Name of Supplier		Very truly yours,  <b>SHALAINÉ MARIE S. LUCERO, CESO III</b> Regional Director		
	Date <b>JAN 20 2025</b>	 <b>PAOLO GILBERTO B. CAPUL, CPA</b> Regional Accountant	ALOBS No. : _____ Amount : _____		

PO No. DSWD7-AMP-2025-004



## NOTICE OF AWARD

January 15, 2025

**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 the Post Evaluation and Planning Workshop for Social Pension Program Staff under RFQ No. DSWD7-2025-0023** is hereby awarded to **Golden Prince Hotel and Suites / Golden Prince Hotel, Inc.** amounting to **Three Hundred Nineteen Thousand Five Hundred Pesos (Php 319,500.00)**.

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 III**  
Regional Director

Conforme:

**DIODA LIBOSANA**  
Authorized Representative

Date: JAN 20 2025

## NOTICE TO PROCEED

January 15, 2025

**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 the Post Evaluation and Planning Workshop for Social Pension Program Staff under PO No. DSWD7-AMP-2025-004** amounting to **Three Hundred Nineteen Thousand Five Hundred Pesos (Php 319,500.00)**, 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 18-20, 2025.

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

Very truly yours,

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

Conforme:

  
**DIODA LIBOSANA**  
Authorized Representative

Date:     JAN 20 2025