



## PURCHASE ORDER

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



<b>Supplier:</b> <b>KEW HOTEL</b> <b>Address:</b> JA. Clarin St., Dampas, Tagbilaran City <b>Contact No.:</b> 0998-243-5238 <b>Contact Person:</b> Mark Peter S. Bacarisas	<b>PO No.</b> DSWD7-AMP-2024-311 <b>Date:</b> 05/07/2024 <b>Mode of Procurement:</b> NP-Lease of Venue <b>TIN:</b> 933-701-116-000
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Gentlemen:

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

Place of Delivery:	Within Bohol Province	Delivery Term:	Upon Actual Date of		
Date of Delivery:	Pls. see dates stated below	Payment Term:	within 30 calendar days from receipt of billing.		
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		Provision of Board and Lodging, Catering Services and Venue for the <b>ORIENTATION ON APPLIED BEHAVIORIAL ANALYSIS (ABA) FOR HOUSEPARENTS AND SELECTED PSYCHOLOGICAL SERVICES STAFF FOR CRCFs</b>			
		Dates:			
	<b>pax</b>	<b>MAY 28, 2024</b> FULLBOARD :Lunch as the first provision and Dinner as last provision with accommodation	<b>103</b>	<b>2,200.00</b>	<b>226,600.00</b>
	<b>pax</b>	<b>MAY 29, 2024</b> FULLBOARD :3 meals and 2 snacks with accommodation	<b>103</b>	<b>2,600.00</b>	<b>267,800.00</b>
	<b>pax</b>	<b>MAY 30, 2024</b> FULLBOARD :3 meals and 2 snacks with accommodation	<b>103</b>	<b>2,600.00</b>	<b>267,800.00</b>
	<b>pax</b>	<b>MAY 31, 2024</b> LIVEOUT: Breakfast as the first provision and AM snacks as last provision	<b>103</b>	<b>375.00</b>	<b>38,625.00</b>
		Details: 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 " <b>Mezzanine Floor</b> " (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 with enough space for pax to move freely and interact. Provision of 1 table for the registration/working table for secretariat and for 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> Triple 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. 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</p> <p>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, 3 main courses (choice of chicken, beef, pork), 1 dessert (preferably fruits), Drinks (coffee or hot chocolate) <b>Lunch/Dinner:</b> Rice, Soup, vegetable and 3 main dishes (pork, chicken and beef) <b>Dessert</b> (choice of fresh fruits, fruit salad or pastries like cake) and natural juices <b>AM/PM Snacks:</b> Variation of pasta, bread, pastries, burgers, pizza, native snacks and natural/local juice (like Lemon grass, Calamansi, Buko, Watermelon or Cucumber, etc.) <b>Unlimited</b> supply of Coffee and Purified/mineral Drinking Water <b>Strictly NO</b> serving of cream dory fish, powdered juice and soft drinks  <b>Purpose:</b> Provision of Board and Lodging, Catering Services and Venue for the participants of the said activity <b>End User:</b> CRCF  (Ref: PR No.: DSWD7-24-0512)			
		<b>(Total Amount in Words)</b> <b>Eight Hundred Thousand Eight Hundred Twenty Five Pesos</b>		<b>Gross Amount</b>	<b>800,825.</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.					
Conforme:  <b>MARK PETER S. BACARIAS</b> Signature over Printed Name of Supplier  Date _____		Very truly yours,   <b>SHALAIN MARIE S. LUCERO, CES</b> Regional Director			
Funds Available: <b>PAOLO GILBERTO B. CAPUL, CPA</b> Regional Accountant			ALOBS No. : _____ Amount : _____		

PO No. DSWD7-AMP-2024-311

## NOTICE TO PROCEED

May 7, 2024

**MARK PETER S. BACARISAS**  
Authorized Representative  
Kew Hotel  
JA. Clarin St., Dampas, Tagbilaran City

Dear **Mr. Bacarisas**:

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 Applied Behavioural Analysis (ABA) For Houseparent's and selected Psychological Services Staff for CRCFs** under PO No. **DSWD7-AMP-2024-311** amounting to **Eight Hundred Thousand Eight Hundred Twenty-Five Pesos (Php 800,825.00)**, 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 May 28-31, 2024.

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

Very truly yours,

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

Conforme:

  
**MARK PETER S. BACARISAS**  
Authorized Representative

Date: 5/10/2024

## NOTICE OF AWARD

May 7, 2024

**MARK PETER S. BACARISAS**  
Authorized Representative  
Kew Hotel  
JA. Clarin St., Dampas, Tagbilaran City

Dear **Mr. Bacarisas**:

Greetings!

We are glad to notify you that the **Provision of Board and Lodging, Catering Services and Venue for Orientation on Applied Behavioural Analysis (ABA) For Houseparent's and selected Psychological Services Staff for CRCFs** under RFQ No. **DSWD7-2024-0512** is hereby awarded to **Kew Hotel** amounting **Eight Hundred Thousand Eight Hundred Twenty Five Pesos (Php 800,825.00)**.

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,

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

Conforme:

  
**MARK PETER S. BACARISAS**  
Authorized Representative

Date: 5/10/2024