



## PURCHASE ORDER

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

<b>Supplier:</b> <b>MEZZO HOTEL / ROYAL HENDA INT'L, INC.</b>		<b>PO No.</b> <b>DSWD7-AMP-2025-075</b>			
<b>Address:</b> Pres. Quezon St., Kasambagan, Cebu City		<b>Date:</b> <b>03/05/2025</b>			
<b>Contact No.:</b> 0909-467-4157		<b>Mode of Procurement:</b> NP-Lease of Venue			
<b>Contact Person:</b> Amelia Villamor		<b>TIN:</b> <b>485-130-409-000</b>			
<b>Gentlemen:</b> Please furnish this Office the following articles subject to the terms and conditions contained herein:					
<b>Place of Delivery:</b> Within Cebu City		<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			
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<b>Provision of Board and Lodging, Catering Services and Venue for the</b> <b>Staff Development Activity</b>			
	<b>pax</b>	<b>May 15, 2025</b> Live in (Breakfast as the first provision, and Dinner as the last provision) Details: Breakfast, AM Snacks, Lunch, PM Snacks, and Dinner (For the Meal - preferably Buffet)	30	2,600.00	78,000.00
	<b>pax</b>	<b>May 16, 2025</b> Live in (Breakfast as the first provision, and Dinner as the last provision) Details: Breakfast, AM Snacks, Lunch, PM Snacks, and Dinner (For the Meal - preferably Buffet)	30	2,600.00	78,000.00
	<b>pax</b>	<b>October 2, 2025</b> Live in (Breakfast as the first provision, and Dinner as the last provision) Details: Breakfast, AM Snacks, Lunch, PM Snacks, and Dinner (For the Meal - preferably Buffet)	30	2,600.00	78,000.00
	<b>pax</b>	<b>October 3, 2025</b> Live in (Breakfast as the first provision, and Dinner as the last provision) Details: Breakfast, AM Snacks, Lunch, PM Snacks, and Dinner (For the Meal - preferably Buffet)	30	2,600.00	78,000.00
		<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>			
		The hotel MUST have a swimming pool and be near a mall. Use of one (1) Function Room " <b>Rome-A</b> " (7AM- 8PM 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. The 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 and Female within or near the conference room.			
		<b>Space Requirement:</b>			
		U-Shape Arrangement. With a maximum of 50% operational capacity. 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 an elevated platform and lectern.			



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		<p><b>Lighting system of Conference room:</b> Must have enough white light bulbs and not yellow/dim bulbs to ensure good vision of participants for the entire session.</p> <p><b>Room Requirement:</b> Double sharing with separate beds 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 of pax who may be Senior Citizen or PWD. There must be a free provision of bottled water and basic toiletries like soap, shampoo, toothpaste &amp; toothbrush. The TV and cabinet must be readily available in each room with enough hangers.</p> <p><b>Audio Visual Requirement:</b> Use of 1 LCD projector in good condition for presentation. Complete functional Audio Visual (surround sound system) with at least 1 wireless microphones. 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 our own equipment.</p> <p><b>WIFI Connection:</b> Available of strong WIFI connection in the function room for the downloading, playing of presentation materials and videos required for the training. (atleast 100 mbps for 35 pax;) Inclusion of LAN Connection as back-up for the training team.</p> <p><b>Other Requirements</b> Food must be delivered between 7:00 AM to 8:00 AM for Breakfast, 10:00 AM for Snacks and 12:00 for Lunch while Dinner around 05:00-08:00 PM. There has to be enough stand-by waiters to assist the participants. There has to be an 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) 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. <b>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.</b></p>			
		<p><b>Catering Services:</b> <b>BREAKFAST:</b> Rice, Soup, 3 Main Dish : (Choices of: Beef / Pork / Chicken or Fish, eggs) ,1 Side Dish : Vegetables , 1 dessert, preferably fruits, Drinks (coffee or hot chocolate) <b>LUNCH/ DINNER:</b> Rice, &gt; Soup, &gt; 3 Main Dish : (Choices of: Beef / Pork / Chicken or Fish) 1 Side Dish : Vegetables <b>Dessert:</b> (Choice of: Fruits, Cakes or Salads) <b>Drinks :</b> (Choices of: 240ml Canned Juice or 330ml Bottled Fresh Natural Juices i.e. Lemon/ Calamansi / Buko / Cucumber etc.) <b>No serving of CREAMDORY fish</b> <b>No serving of BAM-E, PANSIT or BIHON (as viand)</b> <b>AM/PM Snacks:</b> Prefers: (1) Pasta with Side bread, (2) Burger with fries, (3) Clubhouse Sandwich <b>Drinks:</b> Choices of local juice: lemon grass, calamansi, buko, watermelon or cucumber, etc. <b>Unlimited supply of Coffee and Purified/ Mineral Drinking Water. "</b> <b>Strictly NO SOFTDRINKS.</b></p> <p><b>Purpose:</b> Provision of Board and Lodging, Catering Services and Venue for the participants of the said activity</p> <p><b>End User:</b> RSCC</p>			
		(Ref: PR No.: DSWD7-25-0139)			
(Total Amount in Words)		<b>Three Hundred Twelve Thousand Pesos</b>		<b>Gross Amount</b>	<b>312,000.00</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>SHALAINIE MARIE S. LUCERO, CESO III</b> Regional Director		Very truly yours,  <b>SHALAINIE MARIE S. LUCERO, CESO III</b> Regional Director		
	Signature over Printed Name of Supplier <b>MAR 11 2025</b> Date				
Funds Available:	<b>PAOLO GILBERTO B. CAPUL, CPA</b> Regional Accountant		ALOBS No : _____ Amount : _____		