



# PURCHASE ORDER

Department of Social Welfare and Development

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

Supplier:	<b>GOLDEN PRINCE HOTEL AND SUITES /</b>	PO No.	<b>DSWD7-AMP-2025-097</b>
Address:	Archbishop Reyes Ave. Cebu City	Date:	<b>March 14, 2025</b>
Contact No.:	0968-563-2563	Mode of Procurement:	NP-Lease of Venue
Contact Person:	Dioda Libosana	TIN:	211-745-841-000


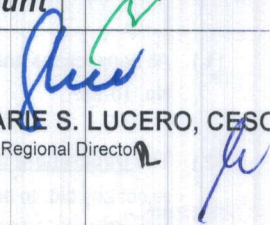

Gentlemen:

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

Place of Delivery:	Within Cebu 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 Catering Services and Venue for the following activities			
		<b>A. Assistance to Individuals in Crisis Situation Monthly Meeting</b>			
		<b>Dates:</b>			
	pax	March 28, 2025	80	700.00	56,000.00
	pax	April 25, 2025	80	700.00	56,000.00
	pax	May 30, 2025	80	700.00	56,000.00
	pax	June 27, 2025	80	700.00	56,000.00
	pax	July 25, 2025	80	700.00	56,000.00
	pax	August 29, 2025	80	700.00	56,000.00
	pax	August 26, 2025	80	700.00	56,000.00
	pax	October 31, 2025	80	700.00	56,000.00
	pax	November 28, 2025	80	700.00	56,000.00
	pax	December 26, 2025	80	700.00	56,000.00
	meeting	Venue Rental	10	10,000.00	100,000.00
		<b>B. Assistance to Individuals in Crisis Situation Integrity Management Program</b>			
		<b>Date:</b>			
	pax	March 21, 2025	68	1,100.00	74,800.00
	pax	April 4, 2025	67	1,100.00	73,700.00
	pax	April 11, 2025	67	1,100.00	73,700.00
	meeting	Venue Rental	3	5,000.00	15,000.00
		<b>Live Out : AM Snacks, Lunch, PM Snacks and Dinner (AM Snacks as first provision and Dinner as last provision)</b>			
		<b>Manner of Serving Food:</b> Should be served through a 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>Conference Room Requirement:</b>			
		Use of one (1) Function Room "Ramon Hall"(7AM- 9PM 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 & Female within or near the conference room.			



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		<b>Space Requirements:</b> Classroom arrangement. With 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 elevated platform and lectern.			
		<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. (to consult IT Team for the standard) -- at least 20 mbps for 50 pax; Inclusion of LAN Connection as back-up for training team.			
		<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 2 wireless microphones and 1 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 our own equipment.			
		<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.			
		<b>Other Requirements</b> Provision of Backdrop or digital 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. Guests must be provided with a Health Declaration Form upon entry. 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. <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>			
		<b>Catering Services:</b> <b>Lunch and Dinner:</b> Rice, Soup, 1 vegetable main dish, 2 main dishes (pork, fish, chicken and/or 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</b> of Coffee and Purified/mineral Drinking Water <b>Strictly NO</b> serving of cream dory fish and PANSIT as viand or main course, powder juice and soft drinks <b>Should be served</b> through a managed buffet.			
		<b>Purpose:</b> provision of food and venue for the said participants <b>End User:</b> CIS			
		(Ref: PR No.: DSWD7-25-0191)			
<b>(Total Amount in Words)</b>		<b>Eight Hundred Ninety Seven Thousand Two Hundred Pesos</b>		<b>Gross Amount</b>	<b>897,200.00</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:  Signature over Printed Name of Supplier <b>MAR 20 2025</b>		Very truly yours, <b>SHALAIN MARIE S. LUCERO, CESO III</b> Regional Director 			
Funds Available:  <b>PAOLO GILBERTO B. CAPUL, CPA</b> Regional Accountant					