



PURCHASE ORDER

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

Supplier:	GOLDEN VALLEY HOTEL, INC.	PO No. DSWD7-AMP-2025-103
Address:	PELAEZ STREET, CEBU CITY	Date: 3/18/2025
Contact No.:	0968-563-2563	Mode of Procurement: NP-Lease of Venue
Contact Person:	ODETTE A. ROSELL	TIN: 004-265-210-000

Gentlemen:

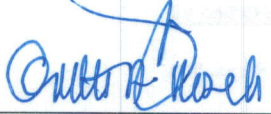
Please furnish this Office the following articles subject to the terms and conditions contained herein:


Place of Delivery:		Within Metro Cebu	Delivery Term:		Upon Actual Date of Activity
Date of Delivery:		Please see details 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 the activity of: "QUARTERLY EXPANDED REGIONAL ADVISORY COUNCIL MEETING" Availability:			
	pax	March 26, 2025 LIVE-OUT (1 meal and 1 snacks)	35	550.00	19,250.00
	pax	May 13, 2025 LIVE-OUT (1 meal and 1 snacks)	35	550.00	19,250.00
	pax	August 20, 2025 LIVE-OUT (1 meal and 1 snacks)	35	550.00	19,250.00
		Amenities: Requirement/Inclusions: 1. Conference Room Requirement: - Use of one (1) Function Room (7AM- 11PM as the maximum) that can accommodate 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. 2. Lighting system of Conference room: - Must have enough white light bulbs and not yellow/dim bulbs to ensure good vision of participants for the entire session. 3. Audio Visual Requirement: - Use of 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 own equipment. 4. 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 training team. Availability of separate comfort rooms for Male & Female within or near the conference room Space Requirement: - U Shape arrangement - Provision of 1 table 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. Other Requirements: *Provision of Backdrop or digital lobby posting. Transportation for the secretariat from DSWD Field office to the venue in bringing supplies and equipment's on the 1st day and last day of the activity. There has to be enough number of 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) *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.			

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		Menu: Lunch / Dinner Meal > Soup (should be stock or cream - based, with pieces of meat cuts, may be thick / thin / smooth textured) > Rice > 3 Main Dishes: Choices of Beef, Pork, Chicken, and Fish > 1 Vegetable Dish > Dessert: Choice of Fresh Tropical Fruits or Pastries or Salads > Drinks: (Choices of: 330ml Bottled Natural Juice / Fresh or 240ml Canned Juice) Snacks (AM and PM) "> Choice of any of the following: (a) Sandwiches with sides (Clubhouse or similar with in size) (b) Burgers with sides (c) Pasta with toasted bread / bun (Pasta should be 1 cup) (d) Noodle Dish (e.g. Pancit/Bihon) (e) Breads / Pastries - should provide appropriate portion size per serving (f) Native Kakanin - should provide atleast 3 variety per serving" > Drinks: (Choices of: 330ml Bottled Natural / Fresh Juice or 240ml Canned Juice); for native kakanin, may be paired with either hot chocolate or coffee Other Specifications: > No serving of CREAMDORY fish > No serving of BAM-E, PANSIT or BIHON (as alternate of one of the main course) > No serving of SODA (Softdrinks), Flavored Bottled Drinks , and Powdered Juices > All drinks delivered should be in the appropriate temperature Cold or Hot. > Provision of flowing coffee and availability of water dispensers or bottled water Requirements: > Food must be delivered between TIME (e.g 8:00 AM to 9:00 AM) for Breakfast and AM snack, TIME for Lunch and PM snack, and TIME for Dinner > Main Course (Meat and Chicken) should have atleast 100 grams cooked weight per serving, vegetables should be 1 cup per serving, dessert should be of proportionate serving. > End-user should inform the service provider of the final menu at least (5) days prior to the conduct of the meeting / activity. And any changes will immediately be coordinated. > Service provider should not make any changes on the final menu / food choices without the approval of the end-user. > Meals should be packaged in a container (may either be: Chaffing Dish, aluminum pans, and thick paperboard pans) that is sturdy, leak and spill-proof. Soup and dessert should be in a separate container. > Service provider must bring the Delivery Receipt, Sales Invoice or Billing Statement and Menu upon delivery to fast track the processing of payments Note: *The renting facility must not offer short-term lodging services (e.g. Motels); must not be situated within, beside or across gambling establishments or casinos and others that may touch on cultural sensitivity like mortuaries or morgues and the like.			
		END USER: PANTAWID			
		(Ref: PR No.: DSWD7-2025-0236)			

(Total Amount in Words)	Fifty Seven Thousand Seven Hundred Fifty Pesos	Gross Amount:	57,750.00
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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

Very truly yours,

SHALAINE MARIE S. LUCERO, CESO III
 Regional Director

MAR 20 2025
 Date

Funds Available: **PAOLO GILBERTO B. CAPUL, CPA**
 Regional Accountant

ALOPS No. : _____
 Amount : _____