



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

Supplier: PHILIPPINE HORIZON HOTEL, INC. Address: Room 510, BAI Service Offices BAI Hotel Cebu, Corner Ouano Ave., & C.D Seno Blvd, CSSEAZ, Brgy. Mantuyong, Mandaue City Contact No.: 0968-894-8942 Contact Person: Jeziel Vidal		PO No. DSWD7-AMP-2025-137 Date: March 31, 2025 Mode of Procurement: NP-Lease of Venue TIN: 616-993-713-000			
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:		Pls. see dates stated below		Payment Term:	within 30 calendar days after receipt of billing.
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		Provision of Board and Lodging, Catering and Venue Services for the 2025 Safeguards Re-orientation and Operations Manual Consultation Workshop			
		Dates:			
	pax	April 7, 2025 FULL BOARD: First provision Breakfast last provision Dinner	196	3,000.00	588,000.00
	pax	April 8, 2025 FULL BOARD: First provision Breakfast last provision Dinner	196	3,000.00	588,000.00
	pax	April 9, 2025 FULL BOARD: First provision Breakfast last provision Dinner	196	3,000.00	588,000.00
	pax	April 10, 2025 FULL BOARD: First provision Breakfast last provision Dinner	196	3,000.00	588,000.00
	pax	April 11, 2025 FULL BOARD: First provision Breakfast last provision Dinner	196	3,000.00	588,000.00
	pax	April 12, 2025 Live-out: First provision Breakfast last provision Dinner	196	1,500.00	294,000.00
		Details: Breakfast, Lunch, Dinner, AM snacks and PM snacks should be served as assisted buffet and snacks should be served with individual plate Neighborhood Data 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. Amenities Requirements/inclusions Conference Room Requirement: Day 1: April 7-, 2025 *Use of 1 function room for secretariat, supplies and other training documents *Use of 1 function room as holding area for early arrivals Day 2-3 : April 8-9, 2025 *Use of 1 function room with that can accommodate the no. of attending participants *Use of 1 function room for secretariat, supplies and holding function room Day 4: April 10-11, 2025 *Use of 1 function room with that can accommodate the no. of attending participants *Use of 1 function room for secretariat, supplies and holding function room *Use of 9 small breakout session rooms good for 15-20 pax with Projector/TV screen Day 6: April 12,2025 *Use of 1 function room with that can accommodate the no. of attending participants *Use of 1 function room for secretariat, supplies and holding function room All function rooms shall be used from 6 AM - 10 PM as the maximum that can accommodate the number of pax indicated with no middle/side obstructing post/object and 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. Availability of separate comfort rooms for Male & Female within or near the conference room. Space Requirement: Bus type Arrangement for plenary session and Conference type for all breakout session rooms. Provision of 1 long table with chairs 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 an elevated platform and lectern. Provision of sufficient extension wires for all 196 pax.			

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p>Lighting system of Conference room:</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>Audio Visual Requirement:</p> <p>Use of 1 big LCD / LED projectors for the Plenary Session and LCD Projector/CV screen for the small breakout rooms that are in good condition. Complete and functional Audio Visual equipment (surround sound system) with at least 5 wireless and 1 wire microphones per function room. There has to be a standby operator to assist in the AV needs. Audio Visual must be set up at least 1 day before the activity. Availability of whiteboards, extension cords, and daily display of Philippine Flag. No electrical charge for the use of our own equipment.</p> <p>Room requirement:</p> <p>Triple sharing with separate beds for each pax that a distance of 1 meter 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 with pax who may be Senior Citizen or PWD. There must be a free provision of daily bottled water and basic toiletries like soap, toothbrush & shampoo. Functional TV and cabinet must be readily available in each room with enough hangers. Rooms for all participants must have a strong WIFI connection.</p>			
		<p>WIFI Connection:</p> <p>Available of strong WIFI connection in all of 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.</p> <p>Other Requirements</p> <p>Provision of Backdrop or digital lobby posting. Transportation for the secretariat from DSWD Field office 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 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. There should also be a No Human Trafficking Poster.</p> <p>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.</p> <p>Guaranteed number of pax on the first day and actual pax on the succeeding days.</p> <p>To bill a guaranteed amount on the first day and actual pax on the succeeding days.</p>			

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		Catering Services: Breakfast Meal: Rice, 3 Main Dishes: Choices of Beef, Pork, Chicken, Fish, and Egg / Cold Cuts, 1 Vegetable Dish Dessert: Choice of Fresh Tropical Fruits or Pastries or Salads Drinks: (Choices of: at least 500 ml Bottled Water or 330ml Bottled Natural / Fresh Juice or 240ml Canned Juice), hot choco or coffee 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) Purpose: Provision of Board and Lodging, Catering Services and Venue for the participants of the said activity End User: KC-PMNP			
		(Ref: PR No.: DSWD7-25-0352)			
(Total Amount in Words)		Three Million Two Hundred Thirty Four Thousand Pesos		Gross Amount	3,234,000.00
<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> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Conforme:</p> <p></p> <p>Signature over Printed Name of Supplier</p> <p><u>April 2, 2025</u></p> <p>Date</p> </div> <div style="width: 45%; text-align: right;"> <p>Very truly yours,</p> <p></p> <p>SHALAINIE MARIE S. LUCERO, CESO III Regional Director</p> </div> </div>					
Funds Available:		PAOLO GILBERTO B. CAPUL, CPA Regional Accountant	ALOBS No. : _____ Amount : _____		

PO No. DSWD7-AMP-2025-137

NOTICE OF AWARD

March 31, 2025

JEZIEL VIDAL

Authorized Representative
Philippine Horizon Hotel, Inc.
Room 510, BAI Service Offices BAI Hotel Cebu,
Corner Ouano Ave., & C.D Seno Blvd,
CSSEAZ, Brgy. Mantuyong, Mandaue City

Dear **Ms. Vidal:**

Greetings!

We are glad to notify you that the Provision of Board and Lodging, Catering Services and Venue for the **2025 Safeguards Re-orientation and Operations Manual Consultation Workshop under RFQ No. DSWD7-2025-0352** is hereby awarded to **Philippine Horizon Hotel, Inc.** amounting to **Three Million Two Hundred Thirty-Four Thousand Pesos (Php 3,234,000.00).**

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:


JEZIEL VIDAL
Authorized Representative

Date: April 2, 2025

NOTICE TO PROCEED

April 2, 2025

JEZIEL VIDAL

Authorized Representative
Philippine Horizon Hotel, Inc.
Room 510, BAI Service Offices BAI Hotel Cebu,
Corner Ouano Ave., & C.D Seno Blvd,
CSSEAZ, Brgy. Mantuyong, Mandaue City

Dear **Ms. Vidal**:

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 **2025 Safeguards Re-orientation and Operations Manual Consultation Workshop** under **PO No. DSWD7-AMP-2025-143** amounting to **Three Million Two Hundred Thirty-Four Thousand Pesos (Php 3,234,000.00)**, 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 April 7-12, 2025.

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

Very truly yours,


SHALAINE MARIE S. LUCERO, CESO III
Regional Director

Conforme:


JEZIEL VIDAL
Authorized Representative

Date: April 3, 2025