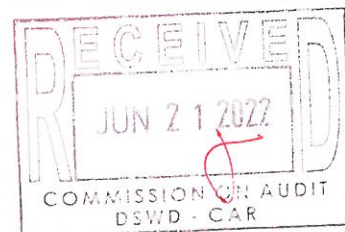


PURCHASE ORDER

Department of Social Welfare and Development
Cordillera Administrative Office

Annex G-5

Supplier		BRENTWOOD APARTELLE AND CATERING SERVICES		Purchase Order No.		2022-06-325	
Address		#85 BRENTWOOD APARTELLE AND CATERING SERVICES		Date		14-Jun-22	
Gentlemen:				Mode of Procurement		Lease of Venue	
Please furnish this office the following articles subject to the terms and conditions herein.							
Place of Delivery		AS INDICATED		Delivery Term:		Complete	
Date of Delivery		AS SCHEDULED		Payment Term:		Charge	
LOT NO.	Unit	Description	QTY	Unit Cost	Total Cost		
BOARD AND LODGING FOR THE TECHNICAL SESSION AND SKILLS ENHANCEMENT TRAINING FOR KC-NCDDP STAFF							
TENTATIVE DATE: JULY 04-08, 2022							
DAY 0							
	servings	Dinner	136	300.00	40,800.00		
	pax	Lodging	136	600.00	81,600.00		
Day 1							
	servings	Breakfast	136	200.00	27,200.00		
	servings	AM Snack	146	150.00	21,900.00		
	servings	Lunch	146	300.00	43,800.00		
	servings	PM Snack	146	150.00	21,900.00		
	servings	Dinner	146	300.00	43,800.00		
	pax	Lodging	136	600.00	81,600.00		
Day 2							
	servings	Breakfast	136	200.00	27,200.00		
	servings	AM Snack	146	150.00	21,900.00		
	servings	Lunch	146	300.00	43,800.00		
	servings	PM Snack	146	150.00	21,900.00		
	servings	Dinner	146	300.00	43,800.00		
	pax	Lodging	136	600.00	81,600.00		
Day 3							
	servings	Breakfast	136	200.00	27,200.00		
	servings	AM Snack	146	150.00	21,900.00		
	servings	Lunch	146	300.00	43,800.00		
	servings	PM Snack	146	150.00	21,900.00		
	servings	Dinner	146	300.00	43,800.00		
	pax	Lodging	136	600.00	81,600.00		
Day 4							
	servings	Breakfast	136	300.00	40,800.00		
TRAINING SPECIFICATIONS				COMPLIANCE			
		Availability					
1		Venue is available on JULY 04-08, 2022				✓	
		Location and Site Condition					
1		The venue is reachable or accessible to transport services but not limited to taxi, and/or jeepney plying within the area				✓	
2		The venue has parking spaces and automatically reserves parking slots for DSWD				✓	
		Neighborhood data					
1		The venue is reachable/accessible and within 500 meters radius using Google maps from nearby hospitals, police stations, banks, restaurants, among others.				✓	
2		Establishments near the venue have no sanitation issues and do not pose health risks				✓	
3		The venue is at least 100 meters radius away from bars and similar establishments serving hard liquors and intoxicating beverages using Google maps.				✓	



	Venue		
A.	Facilities and Amenities		
1	Health System Requirements and Protocols		
a	Undertake body temperature checking using thermal scanner at the hotel entrances for all guests/participants by qualified health or medical staff or trained hotel personnel	✓	
b.	Sanitizing mats are provided at the entrance of the venue for the disinfection of guest's shoes	✓	
c	Physical distancing measures, hand sanitization, and respiratory etiquette must be observed when handling guests at the check-in counter or reception area	✓	
d	Essential health kits such as face mask, disposable waste bag, 70% alcohol or hand sanitizer, tissue paper/paper towel, and disposable gloves should be available at the reception counter or concierge	✓	
e	Guest must be informed of the management policies on room occupancy, dining, and use of public areas imposed to ensure safety and reduce risk of infection. Physical distancing, wearing of mask, proper handwashing/hand sanitizing practice must be emphasized	✓	
f	Guest must be provided with reminder cards, which may include the following: 1) No sharing of food or any personal or non-personal belongings; 2) Proper disposal of used PPE. 3) Mingling with occupants of other rooms are not encouraged; 4) practice of basic health protocols (proper handwashing, use of facemask, and physical distancing, among others)	✓	
g	Floor markers that allows one (1) meter distance between guests on queuing must be in place to ensure physical distancing	✓	
h	The venue has security measures in place (e.g. 24 hour security guard on duty and presence of functional CCTV cameras within hotel premises) to ensure safety of participants	✓	
2	The conference/function hall is: a. free of use the whole activity duration. c. can accommodate the proposed number of attendees with distance regardless of the layout and arrangement of stage, chair, and table set up using rectangular or round tables, among others. d. has no impediments or pillars at the center or side of the hall which may affect the view and interaction between and among participants and learning service providers. e. sanitize or disinfect the function hall daily (before starts or after the activity) to ensure cleanliness and orderliness. f. sound proofed, well lighted, and well ventilated g. Can be used from 6:00 AM - 10:00 PM without extra charges h. In light of physical distancing, seating arrangement must consider enough spacing (e. to contribute to the conduciveness of the learning environment)	✓	
3	The conference/function halls have high quality sound system and equipment which includes the following:	✓	
	a. Three (3) functional wireless microphones	✓	
	b. Free use of one functional LCD Projector and Screen	✓	
	c. Standby IT personnel or able technician inside the conference/function hall	✓	
4	Access to strong WIFI connection, to wit: a. minimum of 10 mbps for usual browsing (google, youtube, social media) and b. minimum of 30 mbps for intensive IT-related activities	✓	
5	Presence of standby personnel inside the conference/function hall for coordination purposes	✓	
6	Free charging of all electronic gadgets (i.e. laptop, projector, mobile phone, among others) including free use of extension cords the whole activity duration	✓	
7	Availability of 3ft x 4ft white board inside the conference/function hall with two markers and whiteboard eraser throughout the activity duration	✓	
B	Room Accommodation		
1	The hotel has the required number of rooms which can accommodate the proposed number of participants (3-4 in room with single bed)	✓	
2	Charges are based on guaranteed reservation on the first day and actual number of participants on succeeding days and not on the number of rooms occupied.	✓	
3	Room set-up must allow convenient in-room dining for guests.	✓	
4	Rooms should be sanitize daily as a standard operating procedure	✓	
6	Availability of free toiletries and other necessities such as soap, shampoo, toothbrush with toothpaste, rubber or re-usable slipper, bottled/pitcher water, tissue and other basic necessities like extra or thicker blanket free of charge upon request	✓	
7	Sanitization kit shall be provided for each guest which may include 70% solution alcohol or alcohol based sanitizers, face mask, among others.	✓	
C	Catering Services		
1	Food station must be manned by restaurant crew or personnel.	✓	
2	Breakfast with minimum of three viands, with dessert, and drinks choices of coffee, choco, milk, and tea aside from purified water		
3	Lunch and dinner with three viands (2 meats/fish and 1 vegetable) with appetizer, soup, desserts, and drinks in a glass of healthy or fruit infused drinks		
4	AM and PM snacks are preferably indigenous or healthy snacks with a glass of coconut water or natural fruit infused juice. Please attached proposed menu with serving details to be concurred by the end-user Note: a) creamer, sugar, and the like are preferred to be in a canister rather than in sachet to comply with green procurement b.) Portioning or serving of meals is based on standard and applicable food measurement (e.g. bowl of bibi-bibi or 2 pcs of suman with 1 slice of ripe mango)	✓	
5	Charges on meals/snacks should be based on guaranteed number of participants on the first day and actual number of participants on succeeding days	✓	

D	Other requirements		
1	Free two (2) signages or backdrops (tarpaulin) with at least 3x4ft size to be displayed at the conference/function hall and within the designated hotel area/premises.	✓	
2	Free provisions of the following learning accessories: a. Basic medicines for headache, LBM, etc. available at the front desk or reception area; b. Accessibility and provision of basic health kits (sanitizer or alcohol); c. Adequate supply of soaps, alcohol based sanitizer, toilet paper in the restroom must be ensured regularly d. Toilet and restrooms must be functional, cleaned, and sanitized regularly every two hours	✓	
E	Terms and Conditions		
	The place of delivery of the goods / services is within BAGUIO CITY	✓	
TOTAL			883,800.00
(Amount in words)		Eight Hundred Eighty Three Thousand Eight Hundred Pesos Only	

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 on the undelivered item/s

Conforme:

Alimbuyao
Ma. Luisa C. Alimbuyao
 (Signature over Printed Name)

June 20, 2022
 Date

ARNEL B. GARCIA, CESO II
 Signature over Printed Name of Authorized Official
Regional Director
 Designation

Orchardwood Apartelle And Catering Services
 Bank Account Name

00-645-000-829
 Bank Account Number

004-034-232-00009
 TIN Number

August 5, 2021
 Date of BIR Registration

*please tick tax type
 vat
 non-vat

02-101101-2022-06-00991
 02-101101-2022-06-07803

Fund Cluster: <u>01 CMP CONTC CD / 01 CMP CURRENT / 09 CMP CURRENT</u>	ORS/ BURS No. <u>02-101101-2022-06-01025</u>
Funds Available: _____	Date of the ORS/ BURS. <u>06/15/2022</u>
<u>WILBOURN B. BACOLONG</u> ACCOUNTANT II	Amount: <u>883,800.00</u>