

PURCHASE ORDER

Department of Social Welfare and Development
Cordillera Administrative Office

Annex G-5

Supplier		NEWTOWN PLAZA HOTEL CORP.		Purchase Order No.		2022-08-500	
Address		42 CM Recto Street Cor., Leonard Wood Rd., Baguio City		Date		10-Aug-22	
				Mode of Procurement		Lease of Venue	
Gentlemen:							
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		
1		BOARD AND LODGING FOR THE KALAHI CIDSS INSTITUTIONAL DEVELOPMENT AND CAPABILITY BUILDING ACTIVITIES FOR CY 2022 (PART 2) - LGU FORUM AND BAYANI KA AWARDS WITH CDD PRESS CONFERENCE					
		TENTATIVE DATE: SEPTEMBER 13-16, 2022					-
		DAY 0/ARRIVAL					-
	servicing	Dinner	230	350.00	80,500.00		
	pax	Lodging	230	800.00	184,000.00		
		Day 1					-
	servicing	Breakfast	242	300.00	72,600.00		
	servicing	AM Snack	242	100.00	24,200.00		
	servicing	Lunch	242	350.00	84,700.00		
	servicing	PM Snack	242	100.00	24,200.00		
	servicing	Dinner	270	350.00	94,500.00		
	pax	Lodging	258	800.00	206,400.00		
		Day 2					-
	servicing	Breakfast	270	300.00	81,000.00		
	servicing	AM Snack	290	100.00	29,000.00		
	servicing	Lunch	290	350.00	101,500.00		
	servicing	PM Snack	290	100.00	29,000.00		
	servicing	Dinner	258	350.00	90,300.00		
	pax	Lodging	258	800.00	206,400.00		
		Day 3/DEPARTURE					-
	pax	Breakfast	258	300.00	77,400.00		
		TRAINING SPECIFICATIONS			COMPLIANCE		
		Availability					
	1	Venue is available on September 13-16, 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 space			✓		
		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.i. 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	Four in a room bed sharing	✓	
	2	Charges are based on the number of pax guaranteed at least 1 week before the event and not from 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	✓	
	5	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	✓	
	6	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 (see attached hotel's menu)		
	3	Lunch (see attached hotel's menu)	✓	
	4	AM and PM snacks(see attached hotel's menu)		
	5	Charges on meals/snacks should be based on the number of pax guaranteed at least 1 week before the event	✓	
		Other requirements		
	1	Free digital welcome banner at the lobby	✓	
	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.	✓	

