

# PURCHASE ORDER

Department of Social Welfare and Development  
Cordillera Administrative Office

Annex G-5

<b>Supplier</b>	BRENTWOOD APARTELLE AND CATERING SERVICES	<b>Purchase Order No.</b>	2022-09-615
<b>Address</b>	#85 Brentwood Village, M. Roxas St., Baguio City	<b>Date</b>	21-Sep-22
		<b>Mode of Procurement</b>	Lease of Venue

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions herein.

<b>Place of Delivery</b>	AS INDICATED	<b>Delivery Term:</b>	Complete
<b>Date of Delivery</b>	AS SCHEDULED	<b>Payment Term:</b>	Charge

LOT NO.	Unit	Description	QTY	Unit Cost	Total Cost
1		<b>BOARD AND LODGING RE: Roll Out Training for Newly Hired Staff of Group 4 AF Municipalities</b>			
		<b>TENTATIVE DATE: SEPTEMBER 26-30, 2022</b>			-
		<b>DAY 0/ARRIVAL</b>			-
	serving	Dinner	65	300.00	19,500.00
	pax	Lodging	65	600.00	39,000.00
		<b>Day 1</b>			-
	serving	Breakfast	80	200.00	16,000.00
	serving	AM Snack	92	150.00	13,800.00
	serving	Lunch	92	300.00	27,600.00
	serving	PM Snack	92	150.00	13,800.00
	serving	Dinner	92	300.00	27,600.00
	pax	Lodging	80	600.00	48,000.00
		<b>Day 2</b>			-
	serving	Breakfast	80	200.00	16,000.00
	serving	AM Snack	92	150.00	13,800.00
	serving	Lunch	92	300.00	27,600.00
	serving	PM Snack	92	150.00	13,800.00
	serving	Dinner	92	300.00	27,600.00
	pax	Lodging	80	600.00	48,000.00
		<b>Day 3</b>			-
	serving	Breakfast	80	200.00	16,000.00
	serving	AM Snack	92	150.00	13,800.00
	serving	Lunch	92	300.00	27,600.00
	serving	PM Snack	92	150.00	13,800.00
	serving	Dinner	92	300.00	27,600.00
	pax	Lodging	80	600.00	48,000.00
		<b>Day 4/DEPARTURE</b>			-
	serving	Breakfast	65	200.00	13,000.00

		TRAINING SPECIFICATIONS	COMPLIANCE	
		<b>Availability</b>		
1		Venue is available on SEPTEMBER 26-30, 2022	✓	
		<b>Location and Site Condition</b>		
1		The venue is reachable or accesible to transport services but not limited to taxi, and/or jeepney plying within the area	✓	
2		The venue has parking space and automatically reserves parking slots for DSWD considering the following: a. Small events (50 participants): at least five (5) parking slots b. Medium events (51 - 100 participants): at least 10 parking slots c. Big events (101 and above participants): at least 15 parking slots. Note: For special gathering and events (e.g. NMDC): atleast 15 parking slots	✓	

		<b>Neighborhood data</b>		
	1	The venue is reachable/accesible 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 Googgle maps.	✓	
		<b>Venue</b>		
	<b>A.</b>	<b>Facilities and Amenities</b>		
	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 standy 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 whiteboard eraser throughout the activity duration	✓	
	<b>B.</b>	<b>Room Accommodation</b>		
	1	The hotel has the required number of rooms which can accommodate the proposed number of participants. Each room is good for 3-4 sharing with single bed (atleast 1 meter apart from next bed) per participant	✓	
	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	✓	
	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.	✓	


	<b>C.</b>	<b>Catering Services</b>		
	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 bilo-bilo or 2 pcs of suman with 1 slice of riped 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.	✓	
	<b>D</b>	<b>Other requirements</b>		
	1	Free two (2) signages or backdrops with atleast 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.	✓	
	<b>E.</b>	<b>Terms and Conditions</b>		
		The place of delivery of the goods / services is within Baguio City/Benguet.	✓	
			<b>TOTAL</b>	<b>511,900.00</b>
<b>(Amount in words)</b>		<b>Five Hundred Eleven Thousand Nine Hundred Pesos Only</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 on the undelivered item/s.

Conforme:

( Signature over Printed Name)

Date

  
**LEO L. QUINTILLA**  
Signature over Printed Name of Authorized Official  
**Regional Director**  
Designation

Bank Account Name

Bank Account Number

TIN Number \*please tick tax type

vat

non-vat

Date of BIR Registration

Fund Cluster: 02 CMF CURRENT

Funds Available: \_\_\_\_\_

  
**WILBOURN B. BACOLONG**  
ACCOUNTANT III

ORS/ BURS No. : 22-09-01743

Date of the ORS/ BURS: SEP 27 2022

Amount: 511,900.00