

PURCHASE ORDER

Department of Social Welfare and Development
Cordillera Administrative Office

Annex G-5

Supplier	SAN JUAN RESORT DEVELOPMENT AND MANAGEMENT CORPORATION	Purchase Order No.	2023-02-060
Address	ILI SUR, SAN JUAN, LA UNION	Date	2/8/2023
		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
Stock/Property	Unit	Description	QTY
			Unit Cost
			Total Cost

BOARD AND LODGING FOR THE LEARNING AND DEVELOPMENT INTERVENTION FOR PERMANENT ADMINISTRATIVE PERSONNEL

TENTATIVE DATE: MARCH 22-24, 2023			
DAY 1			
	serving	Lunch	33
	serving	PM Snack	33
	serving	Dinner	33
	pax	Lodging	33
DAY 2			
	serving	Breakfast	33
	serving	AM Snack	33
	serving	Lunch	33
	serving	PM Snack	33
	serving	Dinner	33
	pax	Lodging	33
DAY 3			
	serving	Breakfast	33
	serving	AM Snack	33
	serving	Lunch	33

TRAINING SPECIFICATIONS

	COMPLIANCE
I. Availability	
1. Venue is available during the proposed dates of the activity March 22-24, 2023	✓
II. Location and Site Condition	
1. The venue is reachable and accessible to transport services but not limited to taxi and 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 pax): at least three (3) reserved vehicle slots for the DSWD	✓
III. Neighborhood data	
A. The venue is reachable/accessible and within 500 meters radius using Google maps from nearby hospitals, police stations, banks, restaurants, among others.	✓
B. Establishments near the venue have no sanitation issues and do not pose health risks	✓
C. The venue is at least 100 meters radius away from red light district using Google maps application	✓
IV. Venue	
A. Compliance to IATF/DOH/LGU guidelines on the operations of hotels and other accommodation establishments under the alert levels system for covid-19 (depending on the alert level)	✓
B. Facilities and Amenities	
1. 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	✓
The conference/function hall is:	
a. free of use the whole activity duration.	
b. 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.	✓
2. c. 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	✓
d. sound proofed, well lighted, and well ventilated	
e. Can be used from the indicated time (6:00AM to 10:00PM) which is free of charge	
3. The conference/function halls have high quality sound system and equipment which includes the following:	✓
a. Three (3) wireless microphones	✓
b. Free use of one functional LCD Projector and Screen	✓
c. Standby IT personnel or able technician inside the conference/function hall to troubleshoot technical glitches	✓
4. Exclusive Access to strong and stable WIFI connection in the function hall assigned to the activity, to wit: a. Minimum of 10 mbps for usual browsing (google, youtube, social media)	✓
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, and other devices) and free use of extension cords for activities needing laptops	✓



7	Availability of 3ft x 4ft white board inside the conference/function hall with two markers and whiteboard eraser throughout the activity duration	✓
C	Room Accommodation	
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 per participant	✓
2	Room charges are based on the confirmed number of participants on the first day and actual number of participants on succeeding days and not on the number of rooms occupied.	✓
3	Availability of free toiletries such as soap, shampoo, toothbrush with toothpaste, tissue, rubber or re-usable slipper, bottled/pitcher water, tissue and other basic necessities like extra or thicker blanket free of charge upon request	✓
D	Catering Services	
	Buffet breakfast with minimum of three viands, with dessert, and drink choices of coffee, choco, milk and tea aside from purified water. Buffet lunch and dinner with three viands (2 meat/fish and one vegetable), soup, dessert, and a glass of healthy or natural fruit infused drinks; AM and PM snacks are preferably healthy or indigenous with glass of coconut water or natural fruit infused drinks.	
	Portioning of meals are as follows:	
1	a. For meals : 1 cup of rice, 1 serving of vegetable, 2 serving of meat/fish	✓
	b. For snacks: (per piece: e.g. 1 bowl of ginataan, 2pcs of suman with a slice of mango)	
	Note: creamer, sugar and the like are preferred to be in a canister rather than in sachet to comply with green procurement.	
	On the other hand, serving or portioning is based on appropriate and applicable standard measurement/servings.	
3	Charges on meals/snacks should be based on confirmed number of participants on the first day while charges on succeeding days should be based on actual count	✓
4	One buffet set-up for all meals for every 35 participants. Additional set-up will be required if participants will be doubled. Meals should be served and available on time (breakfast: 6:30-8:00 AM; AM/PM snacks: 10AM/3:00PM, and Dinner: 5:30PM)	✓
5	All meals and snacks have a buffer good for at least five (5) people in excess of the number indicated in the purchase order, which is free of charge for activity with a minimum of 40 participants.	✓
E	Other requirements	
1	Free tarpaulin signage/backdrop with at least 6x5 ft. size and electronic display to be displayed within the conference/function hall and/or designated hotel area or premises.	✓
	Free provisions of the following learning accessories:	
2	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.	
F	Terms and Conditions	
	The place of delivery of the goods / services is within SAN JUAN, LA UNION.	✓
	The service provider must have an Active Landbank Account for payment purposes. For other banks, service charge will be deducted upon payment on the account.	✓
(Amount in words)		TOTAL
One Hundred Thirty Two Thousand Pesos Only		132,000.00

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

Conforme:

(Signature over Printed Name) _____ Date _____

Bank Account Name _____ Bank Account Number _____

TIN Number please tick tax type
 vat
 non-vat

Date of BIR Registration _____


DIR. LEO L. QUINTILLA
 Regional Director

Fund Cluster: <u>01 MDS CURRENT</u>	ORS/ BURS No. : <u>02-10101-2023-02-00905</u>
Funds Available: <u>132,000.00</u>	Date of the ORS/ BURS: <u>02/09/2023</u>
WILBOURN B. BACOLONG ACCOUNTANT III	Amount: <u>132,000.00</u>

