

# PURCHASE ORDER

Department of Social Welfare and Development  
Cordillera Administrative Office

Annex G-5

<b>Supplier</b>		THE ORCHARD HOTEL BAGUIO		<b>Purchase Order No.</b>		2023-04-304	
<b>Address</b>		49 Legarda Rd., Baguio City		<b>Date</b>		20-Apr-23	
				<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 INDICATED			<b>Payment Term:</b>		Charge
LOT NO.	Unit	Description	QTY	Unit Cost	Total Cost		
1		<b>BOARD AND LODGING FOR THE TRAINING ON CASE MANAGEMENT SUPERVISION</b>					
		<b>DATE: MAY 9-12, 2023</b>					
		<b>DAY 1</b>					
	serving	Lunch	58	300.00		17,400.00	
	serving	PM Snack	58	100.00		5,800.00	
	serving	Dinner	58	300.00		17,400.00	
	pax	Lodging	58	1,500.00		87,000.00	
		<b>DAY 2</b>					
	serving	Breakfast	58	260.00		15,080.00	
	serving	AM Snack	58	100.00		5,800.00	
	serving	Lunch	58	300.00		17,400.00	
	serving	PM Snack	58	100.00		5,800.00	
	serving	Dinner	58	300.00		17,400.00	
	pax	Lodging	58	1,500.00		87,000.00	
		<b>DAY 3</b>					
	serving	Breakfast	58	260.00		15,080.00	
	serving	AM Snack	58	100.00		5,800.00	
	serving	Lunch	58	300.00		17,400.00	
	serving	PM Snack	58	100.00		5,800.00	
	serving	Dinner	58	300.00		17,400.00	
	pax	Lodging	58	1,500.00		87,000.00	
		<b>DAY 4</b>					
	serving	Breakfast	58	260.00		15,080.00	
	serving	AM Snack	58	100.00		5,800.00	
		<b>TRAINING SPECIFICATIONS</b>			<b>COMPLIANCE</b>		
<b>Availability</b>							
1		Venue is available during the proposed dates of the activity MAY 9-12, 2023			✓		
<b>Location and Site Condition</b>							
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 3 reserved vehicle slots for the DSWD b. Medium events (51-100pax) at least 10 reserved vehicle slot for the DSWD c. Big events (more than 100pax); at least 15 reserved vehicle slots for the DSWD			✓		
<b>Neighborhood data</b>							
1		The venue is reachable/accessible and within 500 meters radius (using google maps) from nearest/nearby hospitals, police stations, banks, restaurants, among others			✓		
2		Establishments near the venue have no sanitation issues reported and do not pose health risks			✓		
3		The venue is at least 100 meters radius away from red light district using google maps application			✓		
<b>Venue</b>							
A.		Compliance to IATF/DOT/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</b>							
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			✓		
2		The conference/function hall is: a. Free of use the whole activity duration b. Can accommodate the proposed number of attendees regardless of the layout and arrangement of the hall, chair, and table set up using round or rectangular tables, among others. c. Has no impediments or pillars at the center or side of the hall that affects 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 (8:00 AM – 10:00 PM) 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) 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 (e.g. laptop, mobile phone, and other devices) and free use of extension cords for activities needing laptops	✓	
7	Availability of at least 3x4 ft. white board inside the conference/function hall with two markers, and whiteboard eraser throughout the activity duration	✓	
<b>C 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 per participant	✓	
2	Room charges are based on 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	Free rooms for secretariat room resource person (quad sharing and one bed per person) for a minimum of 40 participants		
4	Availability of free toiletries such as soap, shampoo, toothpaste with toothbrush, tissue, rubber or re-usable slipper, bottled water/pitcher of water and other basic necessities like extra or thick blanket which is free of charge upon request	✓	
<b>D Catering Services</b>			
1	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: 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, 2 pcs 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.	✓	
2	Charges on meals/snacks should be based on confirmed number of participants on the first day while charges on	✓	
3	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: 5:30 PM)	✓	
4	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.	✓	
<b>E. Other requirements</b>			
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	✓	
2	Provision of free learning accessories to include: a. real or natural flower arrangements or succulents on participant's table/center piece as needed b. basic medicines for headache, LBM, etc. available at the front desk or reception area. c. hand soap is available for handwashing at the restroom and being replenished regularly once supply is exhausted/depleted	✓	
<b>F. Terms and Conditions</b>			
	The place of delivery of the goods / services is within <u>Baguio City</u>	✓	
	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.	✓	
<b>(Amount in words)</b>			<b>TOTAL 445,440.00</b>
<b>Four Hundred Forty Five Thousand Four Hundred Forty 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:

Hanrell Danal Co  
(Signature over Printed Name)

515123  
Date

Leo L. Quintilla  
Signature over Printed Name of Authorized Official  
**Regional Director**  
Designation

The Orsnaid Hotel Baguio  
Bank Account Name

800 00832 0024329  
Bank Account Number

485-200-298  
TIN Number \*please tick tax type  
 vat  
 non-vat

\_\_\_\_\_  
Date of BIR Registration

Fund Cluster: 01 CMF current  
Funds Available: 445,440.00

ORS/ BURS No.: 02-10101-2023-C1-01107  
Date of the ORS/ BURS: 4/25/23

**WILBOURN B. BACOLONG**  
ACCOUNTANT III

Amount: 445,440.00

MSAWA/bcv

