

PURCHASE ORDER

Department of Social Welfare and Development
Cordillera Administrative Office

Annex G-5

Supplier		456 HOTEL		Purchase Order No.		2021-01-007	
Address		LEGARDA ROAD, BAGUIO CITY		Date		1/11/2021	
				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 SECOND SEMESTER SOCIAL WELFARE AND DEVELOPMENT FORUM					
		Day 1: August 10, 2021					
	servings	Dinner	71	400.00	28,400.00		
	pax	Lodging	71	720.00	51,120.00		
		Day 2: August 11, 2021					
	servings	Breakfast	83	290.00	24,070.00		
	servings	AM Snack	83	130.00	10,790.00		
	servings	Lunch	83	350.00	29,050.00		
	servings	PM Snack	83	130.00	10,790.00		
	servings	Dinner	83	400.00	33,200.00		
	pax	Lodging	83	720.00	59,760.00		
		Day 3: August 12, 2021					
	servings	Breakfast	83	290.00	24,070.00		
	servings	AM Snack	83	130.00	10,790.00		
	servings	Lunch	83	350.00	29,050.00		
	servings	PM Snack	83	130.00	10,790.00		
	servings	Dinner	71	400.00	28,400.00		
	pax	Lodging	71	720.00	51,120.00		
		Day 4: August 13, 2021					
	servings	Breakfast	71	290.00	20,590.00		
		TRAINING SPECIFICATIONS					
		Availability	COMPLIANCE				
		Venue is available on August 10-13, 2021	✓				
		The venue is accessible to transport services but not limited to taxi, tricycle and jeepney plying within the area	✓				
		Parking Space Available but its First Come First serve Basis	✓				
		Neighborhood data					
		The venue is reachable/accesible and within 500 meters radius using Google maps from nearby hospitals, police stations, banks, restaurants, among others.	✓				
		Establishments near the venue have no sanitation issues and do not pose health risks	✓				
		The venue is at least 100 meters radius away from bars and similar establishments serving hard liquors and intoxicating beverages using Google maps.	✓				
		Venue					
		Facilities and Amenities					
		Health System Requirements and Protocols					
		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.	✓				
		Sanitizing mats are provided at the entrance of the venue for the disinfection of guest's shoes.	✓				
		Physical distancing measures, hand sanitization, and respiratory etiquette must be observed when handling guests at the check-in counter or reception area.	✓				
		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	✓				
		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.	✓				
		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)	✓				
		Floor markers that allows one (1) meter distance between guests on queuing must be in place to ensure physical distancing	✓				
		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	✓				

	<p>The conference/function hall is:</p> <p>a. free of use the whole activity duration.</p> <p>b. Function hall must adhere to 50% capacity to ensure physical distancing.</p> <p>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. Table set up should accommodate 50% of the original capacity.</p> <p>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.</p> <p>e. sanitize or disinfect the function hall daily (before starts or after the activity) to ensure cleanliness and orderliness.</p> <p>f. sound proofed, well lighted, and well ventilated</p> <p>g. Can be used from 6:00 AM - 10:00 PM without extra charges, NO ATTENDANT @ 7PM ONWARDS</p> <p>h. In light of physical distancing, seating arrangement must consider enough spacing (e. to contribute to the conduciveness of the learning environment)</p>	✓		
	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	✓		
	Access to strong WIFI connection, to wit:			
	a. minimum of 10 mbps for usual browsing (google, you tube, social media); and	✓		
	b. minimum of 30 mbps for intensive IT related activities			
	Presence of standby personnel inside the conference/function hall for coordination purposes	✓		
	Free charging of all electronic gadgets (i.e. laptop, projector, mobile phone, among others) including free use of extension cords the whole activity duration	✓		
	Availability of 3ft x 4ft white board inside the conference/function hall with two markers and whiteboard eraser throughout the activity duration	✓		
	Room Accommodation			
	The hotel has the required number of rooms which can accommodate the proposed number of participants. Each room is good for 1-2 sharing with single bed (atleast 1 meter apart from next bed) per participant	✓		
	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. - WILL VARY DEPENDING ON THE MIN. NUMBER OF PAX	✓		
	Room set-up must allow convenient in-room dining for guests.	✓		
	Rooms should be sanitize daily as a standard operating procedure - MUR BY REQUEST	✓		
	Free secretariat room (double sharing and one bed per person) for a mimimum of 50 confirmed participants - with ADDITIONAL FEE	✓		
	Availability of free toiletries and other neccesities 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	✓		
	Sanitization kit shall be provided for each guest which may include 70% solution alcohol or alcohol based sanitizers, face mask, among others.	✓		
	Catering Services (please attach suggested menu)			
	Food station must be manned by restaurant crew or personnel and meals and snacks should be individually packed using biodegradable packaging materials.	✓		
	Breakfast with mimimum of three viands, with dessert, and drinks choices of coffee, choco, milk, and tea aside from purified water	✓		
	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	✓		
	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) - FRUIT JUICE / FRUIT TEA	✓		
	Charges on meals/snacks should be based on guaranteed number of participants on the first day and actual number of participants on succeeding days.	✓		
	All meals 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 mimimum of 35 participants.	✓		
	Other requirements			

