

# PURCHASE ORDER

Department of Social Welfare and Development  
Cordillera Administrative Office

Annex G-5

Supplier	BANAUE HOTEL & YOUTH HOSTEL	Purchase Order No.	2020-02-015A
Address	BRGY. TAM-AN, BANAUE, IFUGAO	Date	2/6/2020
		Mode of Procurement	Lease of Venue

Gentlemen:

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

Place of Delivery	BANAUE, IFUGAO			Delivery Term:	Complete
Date of Delivery	As scheduled			Payment Term:	Charge
Stock/Property	Unit	Description	QTY	Unit Cost	Total Cost
		<b>BOARD AND LODGING FOR LEARNING AND DEVELOPMENT INTERVENTION FOR PANTAWID PAMILYA STAFF AND STAKEHOLDERS</b>			
		<b>Training on the Use of Pantawid Pamilya Information Systems for PDO's and SWO's - Batch 3</b>			-
		<b>Day 0: April 20, 2020 (Arrival)</b>			-
	servings	PM Snack	42	100.00	4,200.00
	servings	Dinner	42	300.00	12,600.00
	Participants	Lodging	42	500.00	21,000.00
		<b>Day 1: April 21, 2020</b>			-
	servings	Breakfast	42	250.00	10,500.00
	servings	AM Snack	42	100.00	4,200.00
	servings	Lunch	42	300.00	12,600.00
	servings	PM Snack	42	100.00	4,200.00
	servings	Dinner	42	300.00	12,600.00
	Participants	Lodging	42	500.00	21,000.00
		<b>Day 2: April 22, 2020</b>			-
	servings	Breakfast	42	250.00	10,500.00
	servings	AM Snack	42	100.00	4,200.00
	servings	Lunch	42	300.00	12,600.00
	servings	PM Snack	42	100.00	4,200.00
	servings	Dinner	42	300.00	12,600.00
	Participants	Lodging	42	500.00	21,000.00
		<b>Day 3: April 23, 2020</b>			-
	servings	Breakfast	42	250.00	10,500.00
	servings	AM Snack	42	100.00	4,200.00
	servings	Lunch	42	300.00	12,600.00
	servings	PM Snack	42	100.00	4,200.00
	servings	Dinner	42	300.00	12,600.00
	Participants	Lodging	42	500.00	21,000.00
		<b>Day 4: April 24, 2020</b>			-
	servings	Breakfast	42	250.00	10,500.00
		<b>TRAINING SPECIFICATIONS</b>			-
i.		<b>Availability</b>			
		Venue is available during the proposed dates of activity on April 21-25, 2020 and September 8-11, 2020			
ii.		<b>Location and Site Condition</b>			
		The venue is accessible to transport services but not limited to taxi and jeepney plying within the area			
		The venue has parking space that can at least accommodate three vehicles of participants, organizers, and guests during the activity duration.			
iii.		<b>Neighborhood data</b>			
		The venue is accessible via any mode of transportation to hospitals, police stations, banks, restaurants, among others			
		Establishments near the venue have no sanitation issues and does not pose health risks			
iv.		<b>Venue</b>			
A.		<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. Free use of conference hall which can accommodate the proposed number of attendees regardless of stage, chair, and table set-up.			
		3. The conference/function hall is sound proofed, well-lighted, and well-ventilated and can be used from (6AM to 10PM)			
		4. The conference/function hall has high quality sound system and equipment which includes the following:			
		a. Three wireless microphones			
		b. Free use of one functional LCD projector and screen			
		c. Standby IT personnel or technician			

	5. Access to strong and stable WIFI connection, to wit: a. minimum of 10 mbps for usual browsing (google, Youtube, social media) b. minimum of 30 mbps for intensive IT related activities (WIFI AT THE LOBBY AREA ONLY)			
	6. Presence of standby personnel for coordination purposes			
	7. Free charging of all electronic gadgets (i.e laptop, mobile phone, and other devices)			
	8. Availability of at least 3x4 white board with two markers and whiteboard eraser throughout the activity duration			
B.	<b>Accommodation</b>			
	1. Has the required number of rooms for the proposed number of participants. 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. Room sharing is for 3-4 participants.			
	2. Free one secretariat room for a minimum of 10 rooms reservation.			
	3. Availability of free toiletries such as soap, shampoo, toothpaste with toothbrush, slipper, bottled water and other basic necessities (e.g. tissue)			
C.	<b>CATERING SERVICES</b>			
	1. Buffet breakfast with minimum of three viands, with dessert, and drink choices of coffee, choco, and tea aside from purified water. Buffet lunch and dinner with three viands (2 meat/fish and one vegetable) with appetizer, soup, dessert, and a glass of fruit drinks; AM and PM snacks are preferably indigenous with glass of fruit juice. Please see attached approved menu  Note: creamer, sugar and the like are preferred to be in a canister rather than in sachet to comply with green procurement			
	2. Charges on meals/snacks should be based on guaranteed number of participants on the first day while charges on succeeding days should be based on actual count			
	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 have a buffer good for at least five (5) people, which is free of charge for activity with a minimum of 35 participants.			
D.	<b>Other requirements</b>			
	1. Free signage or backdrop with at least 3x4 size to be displayed within the activity premises or electrical display.			
	2. Other learning accessories (e.g. free flower arrangement, candies, and basic medicine for headache, LBM, etc.)			
			<b>Total</b>	<b>243,600.00</b>
(Amount in words)	<b>Two Hundred Forty Three Thousand Six 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:

Very Truly Yours,



**LEO L. QUINTILLA**

Signature over Printed Name of Authorized Official  
**OIC Regional Director**  
Designation

(Signature over Printed Name)

Date

Bank Account Name

Bank Account Number

TIN Number

\*please tick tax type

vat  
 non-vat

Date of BIR Registration

Fund Cluster: CMF CONTG CO  
Funds Available: 243,600 -

ORS/ BURS No. : 02-102101-2020-03-00360

Date of the ORS/ BURS: Mar. 9, 2020

**WILBOURN B. BACOLONG**  
ACCOUNTANT III

Amount: 243,600.00

## BANAUE HOTEL

### MENU

#### DSWD FO CAR

Training on the Use of Pantawid Pamilya Information Systems for PDOs and SWOs  
April 20-24, 2020

#### APRIL 20, 2020

PM Snacks : Cheese Burger Sandwich  
Dinner : Grilled Tanguigue, Buttered Vegetables, Roast Chicken w/ Gravy Sauce, Carrot Cake

#### APRIL 21, 2020

Breakfast : Daing na Bangus, Longanisa, Inihaw na Talong, Okra, Kamatis, Mixed fruits  
AM Snacks : Ham & Cheese Sandwich  
Lunch : Burger Steak, Buttered Vegetables, Fried Fish, Hawaiian Coleslaw  
PM Snacks : Spaghetti Bolognese  
Dinner : Nilagang Baka, Inihaw na Talong, Okra, Kamatis, Inihaw na Tilapia, Maja Mais

#### APRIL 22, 2020

Breakfast : Beef Tapa, Egg (any cooking style), Sautéed Vegetables, Mixed Fruits  
AM Snacks : Pancit Canton  
Lunch : Tinolang Manok, Beef Caldereta, Steamed Vegetables, Chocolate Cake  
PM Snacks : Siopao  
Dinner : Pork Adobo, Sinigang Bangus, Plain Chopsuey, Caramel Custard

#### APRIL 23, 2020

Breakfast : Pork Tocino, Longanisa, Sautéed Vegetables, Egg Pie  
AM Snacks : Tuna Salad Sandwich  
Lunch : Beef Teriyaki, Breaded Fish Fillet, Vegetable Curry, Butter Scotch Bar  
PM Snacks : Kimpao (Hotdog wrapped w/ sliced bread then rolled in bread crumbs then fried)  
Dinner : Grilled Pork Chop, Fried Chicken, Sautéed Vegetables, Chiffon Cake

#### APRIL 24, 2020

Breakfast : Pork Tocino, Longanisa, Sautéed Vegetables, Egg Pie

#### NOTE:

- All Meals are served with Soup, Fruit Drinks and Choices of Coffee/Choco/Tea aside from Purified Drinking Water.