

**PURCHASE ORDER**  
Department of Social Welfare and Development  
Cordillera Administrative Office

Annex G-5

<b>Supplier</b>		EIGHT TWO EIGHT GEMS BEACH RESORT		<b>Purchase Order No.</b>		2022-01-001	
<b>Address</b>		TONDOL, ANDA, PANGASINAN		<b>Date</b>		1/4/2022	
				<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	
<b>Stock/Property</b>	<b>Unit</b>	<b>Description</b>	<b>QTY</b>	<b>Unit Cost</b>	<b>Total Cost</b>		
<b>BOARD AND LODGING FOR THE LEARNING AND DEVELOPMENT INTERVENTION FOR THE SPP INTERNAL STAFF</b>							
<b>TENTATIVE DATE: OCTOBER 10-14, 2022</b>							
<b>DAY 1</b>							
	servicing	PM Snack	65	100.00	6,500.00		
	servicing	Dinner	65	250.00	16,250.00		
	pax	Lodging	65	520.00	33,800.00		
<b>DAY 2</b>							
	servicing	Breakfast	65	200.00	13,000.00		
	servicing	AM Snack	65	100.00	6,500.00		
	servicing	Lunch	65	250.00	16,250.00		
	servicing	PM Snack	65	100.00	6,500.00		
	servicing	Dinner	65	250.00	16,250.00		
	pax	Lodging	65	520.00	33,800.00		
<b>DAY 3</b>							
	servicing	Breakfast	65	200.00	13,000.00		
	servicing	AM Snack	65	100.00	6,500.00		
	servicing	Lunch	65	250.00	16,250.00		
	servicing	PM Snack	65	100.00	6,500.00		
	servicing	Dinner	65	250.00	16,250.00		
	pax	Lodging	65	520.00	33,800.00		
<b>DAY 4</b>							
	servicing	Breakfast	65	200.00	13,000.00		
	servicing	AM Snack	65	100.00	6,500.00		
	servicing	Lunch	65	250.00	16,250.00		
	servicing	PM Snack	65	100.00	6,500.00		
	servicing	Dinner	65	250.00	16,250.00		
	pax	Lodging	65	520.00	33,800.00		
<b>DAY 5</b>							
	servicing	Breakfast	65	200.00	13,000.00		
	servicing	AM Snack	65	100.00	6,500.00		
	servicing	Lunch	65	250.00	16,250.00		
<b>TRAINING SPECIFICATIONS</b>				<b>COMPLIANCE</b>			
1		Venue is available on October 10 -14, 2022					✓
<b>Location and Site Condition</b>							
1		The venue is reachable or accessible to transport services but not limited to taxi, tricycle 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 participants and below); 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/accessible 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 Google maps.					✓
<b>Venue</b>							
<b>A. Facilities and Amenities</b>							
<b>1 Health System Requirements and Protocols</b>							
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.g. 24 hour security guard on duty and presence of fire/alarm and CCTV cameras within hotel premises) to ensure safety of participants					✓


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2	The conference/function hall is: a. free use of the whole activity duration b. Function hall must adhere to 50% capacity to ensure physical distancing. 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. Tables set up should accommodate 50% of the original capacity. 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. sanitizes or disinfects the function hall daily (before starts or after the activity) to ensure cleanliness and cleanliness f. sound amplified, well lighted, and well ventilated g. Can be used from 8:00 AM - 10:00 PM without extra charges h. in light of physical distancing, seating arrangement must consider enough spacing (to contribute to the conduciveness of the learning environment)	✓	
3	The conference/function halls have high quality sound systems 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 d. Audio mixer, large speakers, and audio/video cables which are free of charge e. Extension cords for the charging of all electronic gadgets (i.e. laptop, projector, mobile phone, among others) which are free of charge	✓	
4	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	✓	
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, among others) including free use of extension cords the whole activity duration	✓	
7	Availability of 3x3m white board inside the conference/function hall with two markers and whiteboard eraser throughout the activity duration	✓	
<b>C. Catering Services</b>			
1	Food station must be managed by restaurant crew or personnel and meals and snacks should be individually packed using biodegradable packaging materials	✓	
2	Breakfast with minimum of three words, with dessert, and drink choices of coffee, chocolate, milk, and tea aside from purified water Lunch and dinner with three words (2 vegetables and 1 vegetable), with appetizer, soup, dessert, and drink in a glass of healthy or fruit infused drink AM and PM snacks are preferably indigenous or healthy snacks with a glass of coconut water or natural fruit infused juice. Please attach processed menu with serving details to be concerned 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 systematic food measurement (e.g. bowl-of-bite-bite or 2 pcs of bun with 1 slice of ripe mango)	✓	
3	Allow the representatives of the end-user to conduct food tasting, and choose the menu for the activity, and prepare/serve separate menu for participants with dietary restrictions.	✓	
4	All meals have 8 buffer food for at least two (2) batches in excess of the number indicated in the purchase order which is free of charge for activity with a minimum of 30 participants	✓	
<b>D. Other requirements</b>			
1	Free two (2) signage or backdrop (Digital Signage/Display Screen) to be displayed in the conference/function hall and within the designated hotel area/premises	✓	
2	Free provisions of the following learning accessories: a. Basic medicines for headache, LMA, etc. available at the front desk or reception area b. Adequate supply of soap, alcohol based sanitizer, toilet paper in the restroom must be ensured regularly c. Toilet and restrooms must be functional, cleaned, and sanitized regularly every two hours	✓	
<b>E. Terms and Conditions</b>			
The place of delivery of the goods / services is within REGION 1.			
<b>TOTAL</b>			<b>369,200.00</b>
(Amount in words) <b>Three Hundred Sixty Nine Thousand Two 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 items.

Confirms:   
GRACE F. CHIONG  
Assistant Manager  
(Signature over Printed Name)  
**Felix A. Chiong or Grace F. Chiong**  
Bank Account Name

February 2, 2022

  
**ARNEL B. GARCIA, CESO II**  
Signature over Printed Name of Authorized Official  
Regional Director  
Designation

the Philippines  
Bank Account Number  
**03/12/2010**

TIN Number  please tick tax type  
 vat  
 non-vat

Date of BIR Registration

Fund Cluster: <u>MDS Current</u>	ORS/ BURS No.: <u>22-01-001010</u>
Funds Available: <u>369,200</u>	Date of the ORS/ BURS: <u>1/25</u>
<b>WILBURN S. BACOLONG</b> ACCOUNTANT III <u>1/27</u>	Amount: <u>369,200.00</u>