

PURCHASE ORDER

Department of Social Welfare and Development
Cordillera Administrative Office

Annex G-5

Supplier		BAGUIO CROWN LEGACY HOTEL		Purchase Order No.	2022-02-075
Address		KISAD ROAD, BAGUIO CITY		Date	2/16/2022
				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 71ST DSWD FOUNDING ANNIVERSARY CELEBRATION			
		TENTATIVE DATE: FEBRUARY 18, 2022			-
	servicing	Dinner	17	300.00	5,100.00
	pax	Lodging	17	700.00	11,900.00
		TENTATIVE DATE: FEBRUARY 19, 2022			-
	servicing	Breakfast	17	300.00	5,100.00
	servicing	AM Snack	231	100.00	23,100.00
	servicing	Lunch	231	300.00	69,300.00
	servicing	PM Snack	169	100.00	16,900.00
	servicing	Dinner	23	300.00	6,900.00
	pax	Lodging	17	700.00	11,900.00
	lot	Hall Rental with LED	1	55,000.00	55,000.00
		TENTATIVE DATE: FEBRUARY 20, 2022			-
	servicing	Breakfast	17	300.00	5,100.00
	servicing	AM Snack	10	100.00	1,000.00
	servicing	Lunch	10	300.00	3,000.00
		TRAINING SPECIFICATIONS		COMPLIANCE	
	1	Venue is available on February 18 - 20, 2022		✓	
		Location and Site Condition			
	1	The venue is reachable or accesible 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		✓	
		Neighborhood data			
	1	The venue is reachable/accesible 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.		✓	
		Venue			
	A.	Facilities and Amenities			
	1	Health System Requirements and Protocols			
	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.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 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. Table 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. sanitize or disinfect the function hall daily (before starts or after the activity) to ensure cleanliness and orderliness. f. sound proofed, well lighted, and well ventilated g. Can be used from 6:00 AM - 10:00 PM without extra charges h. In light of physical distancing, seating arrangement must consider enough spacing (e. to contribute to the conduciveness of the learning environment) i. with red carpet		✓	
	3	The conference/function halls have high quality sound system and equipment which includes the following: a. Three (3) functional wireless microphones		✓	
		b. Venue must have a built in LED project/display or must ensure a LED display for viewing during the event broadcast		✓	
		c. Standby IT personnel or able technician inside the conference/function hall		✓	
	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 3ft x 4ft white board inside the conference/function hall with two markers and whiteboard eraser throughout the activity duration	✓	
B Room Accommodation			
1	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	✓	
2	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.	✓	
3	Room set-up must allow convenient in-room dining for guests.	✓	
4	Rooms should be sanitize daily as a standard operating procedure	✓	
5	Free secretariat room (holding and waiting room for make-up, retouch, and outfit change- double sharing and one bed per person) for a minimum of 50 confirmed participants	✓	
6	Availability of free toiletries and other necessities 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	✓	
7	Sanitization kit shall be provided for each guest which may include 70% solution alcohol or alcohol based sanitizers, face mask, among others.	✓	
C Catering Services			
1	Food station must be manned by restaurant crew or personnel and meals and snacks should be individually packed using biodegradable packaging materials.	✓	
2	Breakfast with minimum of three viands, with dessert, and drinks choices of coffee, choco, milk, and tea aside from purified water	✓	
3	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	✓	
4	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)	✓	
5	Charges on meals/snacks should be based on guaranteed number of participants on the first day and actual number of participants on succeeding days.	✓	
6	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 minimum of 50 participants		
D Other requirements			
1	Free two (2) signages or backdrops (Digital Signage/Display Screen) to be displayed at the conference/function hall and within the designated hotel area/premises.	✓	
2	Free provisions of the following learning accessories: a. real or natural flowers to be displayed at the participants table b. candies or pika-pika to be served daily c. basic medicines for headache, LBM, etc. available at the front desk or reception area d. accessibility and provision of basic health kits (sanitizer or alcohol) e. Hand soap is available to handwashing at the restroom, which is being replenished on a regular basis.	✓	
E. Terms and Conditions			
	The place of delivery of the goods / services is within BAGUIO CITY.		
TOTAL			214,300.00
(Amount in words) Two Hundred Fourteen Thousand Three Hundred Pesos Only			

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:

(Signature over Printed Name)

Date

Bank Account Name

Bank Account Number

TIN Number *please tick tax type
vat
 non-vat

Date of BIR Registration

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

Fund Cluster: <u>MD-CURRENT/CM-CURRENT/CM-CORRE FID</u>	ORS/ BURS No.: <u>02-1010-1022-01-0100</u> <u>02-1020-2022-01-0000</u>
Funds Available: _____	Date of the ORS/ BURS: <u>2/17/22</u>
WILBOURN B. BACOLONG ACCOUNTANT III	Amount: <u>214,300.00</u>

VUB/crgg