

PURCHASE ORDER

Department of Social Welfare and Development
Cordillera Administrative Office

Annex G-5

Supplier		NEWTOWN PLAZA HOTEL		Purchase Order No.	2022-01-039B
Address		CM RECTO ST., COR. LEONARD WOOD ROAD, BAGUIO CITY		Date	1/31/2022
				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 SEMINAR-WORKSHOP ON MENTAL HEALTH IN THE WORKPLACE, SELF-CARE AND STRESS MANAGEMENT ACTIVITIES FOR PROVINCIAL SUPPORT STAFF & LDI FOR PARENT LEADERS \			
		B. BOARD AND LODGING FOR THE SEMINAR-WORKSHOP ON MENTAL HEALTH IN THE WORKPLACE, SELF-CARE AND STRESS MANAGEMENT ACTIVITIES FOR PROVINCIAL SUPPORT STAFF - BATCH 2 \			-
		TENTATIVE DATE: APRIL 20-22, 2022			-
		DAY 1			-
	servicing	Lunch	22	300.00	6,600.00
	servicing	PM Snack	22	100.00	2,200.00
	servicing	Dinner	14	300.00	4,200.00
	pax	Lodging	14	900.00	12,600.00
		DAY 2			-
	servicing	Breakfast	14	300.00	4,200.00
	servicing	AM Snack	22	100.00	2,200.00
	servicing	Lunch	22	300.00	6,600.00
	servicing	PM Snack	22	100.00	2,200.00
	servicing	Dinner	14	300.00	4,200.00
	pax	Lodging	14	900.00	12,600.00
		DAY 3			-
	servicing	Breakfast	14	300.00	4,200.00
	servicing	AM Snack	22	100.00	2,200.00
	servicing	Lunch	22	300.00	6,600.00
	servicing	PM Snack	22	100.00	2,200.00
		TRAINING SPECIFICATIONS		COMPLIANCE	
	1	Venue is available during the proposed dates of the activity on April 6-8, 20-22, and July 12-15, 2022		✓	
		Location and Site Condition			
	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		✓	
		Neighborhood data			
	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.		✓	
		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 conducive of the learning environment)		✓	
	3	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	✓	
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		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	✓	
6		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. basic medicines for headache, LBM, etc. available at the front desk or reception area b. accessibility and provision of basic health kits (sanitizer or alcohol) c. Adequate supply of soaps, alcohol based sanitizer, toilet paper in the restroom must be ensured regularly d. Toilet and restrooms must be functional, cleaned, and sanitized regularly every two hours	✓	
	E.	Terms and Conditions		
		The place of delivery of the goods / services is within BAGUIO CITY.		
			TOTAL	72,800.00
(Amount in words)		Seventy Two Thousand Eight 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

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

Bank Account Name

Bank Account Number

TIN Number

*please tick tax type
 vat
 non-vat

Date of BIR Registration

Fund Cluster: MF CURRENT
Funds Available: 72800

ORS/ BURS No. : 02-10101-2022-02-00404
Date of the ORS/ BURS: Feb 21, 2022

WILBOURN B. BACOLONG
ACCOUNTANT III

Amount: 72,800.00

WLB/crg

PURCHASE ORDER

Department of Social Welfare and Development
Cordillera Administrative Office

Annex G-5

Supplier		NEWTOWN PLAZA HOTEL		Purchase Order No.		2022-01-039C	
Address		CM RECTO ST., COR. LEONARD WOOD ROAD, BAGUIO CITY		Date		1/31/2022	
				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 SEMINAR-WORKSHOP ON MENTAL HEALTH IN THE WORKPLACE, SELF-CARE AND STRESS MANAGEMENT ACTIVITIES FOR PROVINCIAL SUPPORT STAFF & LDI FOR PARENT LEADERS					
		C. BOARD AND LODGING FOR THE LDI FOR PARENT LEADERS FOR BAGUIO/BENQUET					-
		TENTATIVE DATE: JULY 12-15, 2022					-
		DAY 1					-
	servicing	Lunch	30	300.00			9,000.00
	servicing	PM Snack	30	100.00			3,000.00
	servicing	Dinner	25	300.00			7,500.00
	pax	Lodging	25	900.00			22,500.00
		DAY 2					-
	servicing	Breakfast	25	300.00			7,500.00
	servicing	AM Snack	30	100.00			3,000.00
	servicing	Lunch	30	300.00			9,000.00
	servicing	PM Snack	30	100.00			3,000.00
	servicing	Dinner	25	300.00			7,500.00
	pax	Lodging	25	900.00			22,500.00
		DAY 3					-
	servicing	Breakfast	25	300.00			7,500.00
	servicing	AM Snack	30	100.00			3,000.00
	servicing	Lunch	30	300.00			9,000.00
	servicing	PM Snack	30	100.00			3,000.00
	servicing	Dinner	25	300.00			7,500.00
	pax	Lodging	25	900.00			22,500.00
		DAY 4					-
	servicing	Breakfast	25	300.00			7,500.00
	servicing	AM Snack	30	100.00			3,000.00
	servicing	Lunch	30	300.00			9,000.00
		TRAINING SPECIFICATIONS			COMPLIANCE		
	1	Venue is available during the proposed dates of the activity on April 6-8, 20-22, and July 12-15, 2022			✓		
		Location and Site Condition					
	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			✓		
		Neighborhood data					
	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.			✓		
		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 (a. to contribute to the conducive of the learning environment)	✓	
3	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	✓	
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	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	✓	
6	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)	✓	
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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. basic medicines for headache, LBM, etc. available at the front desk or reception area b. accessibility and provision of basic health kits (sanitizer or alcohol) c. Adequate supply of soaps, alcohol based sanitizer, toilet paper in the restroom must be ensured regularly d. Toilet and restrooms must be functional, cleaned, and sanitized regularly every two hours	✓	
	E. Terms and Conditions		
	The place of delivery of the goods / services is within BAGUIO CITY.		
		TOTAL	166,500.00
(Amount in words)		One Hundred Sixty Six Thousand Five 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 _____ Date of BIR Registration _____
 please tick tax type
 vat
 non-vat

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

Fund Cluster: <u>AMP ADPTNT</u>	ORS/ BURS No. : <u>02-10101-2022-02-00409</u>
Funds Available: <u>166,500</u>	Date of the ORS/ BURS: <u>Feb 2, 2022</u>
WILBOURN B. BACOLONG ACCOUNTANT III	Amount: <u>166,500.00</u>