



Republic of the Philippines
PHILIPPINE CHILDREN'S MEDICAL CENTER
 Quezon Avenue, Quezon City
 Tel. No.: 8588-9900 Loc. 1329, 1330, 1331, 1332
 Fax No.: 85889997 • E-mail: pcmcproc@gmail.com

PURCHASE ORDER: **77478**
 Date of P.O: **2024-11-12** ✓
 PR NO: **POSC-2024-001** ✓ Dated: **2024-08-01** ✓
 MODE OF PROCUREMENT: **PB (Goods)** ✓

TO: Supplier/Dealer Contractor: **CALIRAYA RESORT CLUB INC.** ✓
 Address: **Brgy. Lewin, Lumban, Laguna / catherinejserdon@gmail.com / 0917-816-4806**

Department/Office/Division/Section/Unit where delivery is to be made: **Materials Management Division**
 Location: **Ground Floor, PCMC Bldg**
 Special Instruction: _____
 Delivery period: 7 Working Days Other Terms: _____
 Performance Security Posted:
 Cash Bank Guarantee Security Bond
 No: **6(13)144973-RSC** Amount P: **705,000.00**

Item No	QTY	UNIT	ARTICLES	UNIT COST	TOTAL COST
1	1	lot	<p>Teambuilding Activity Facilitation included Venue, Food, and Transportation ✓</p> <p>A. Specifications:</p> <p>1. Accommodation (1 Single VIP Forbes suites, 3 Twin VIP Forbes suites, 1 Triple VIP Forbes Suites and 5 Quadruple VIP Forbes Suites), Food and transportation for 3 days and 2 nights for 30 pax ✓</p> <p>2. Total of 830 participants with breakfast, am and pm snacks and lunch Inclusive the venue and the facilitator outdoor and indoor Facilities with Buffet Breakfast (Rice, Scrambled Egg, Pandesal, 2 Main Dish, Banana & Bottomless Brewed Coffee, Hot Tea and Juice), (Set) AM Snack, Buffet Lunch (Steamed Rice, Soup, One (1) Vegetable Dish, a main course of three (3) viands, two (2) meat dishes (one meat and one fish), Pastry, Sliced Pineapple & Bottomless Brewed Coffee and Hot Tea), (Set) PM Snack inclusive of venue, Team Building Games and Facilitator ✓</p> <p>3. The guaranteed participants with 350 and maximum to 400 participants per batch. outdoor and indoor Facilities with food, Team building Games and Facilitator ✓</p> <p>4. Provision of seventeen (17) bus. Each bus can accommodate 49 passengers: affiliated tourist bus with 49 seaters, airconditioned ✓ » Advance Party: One (1) Bus affiliated tourist bus with 49 seaters airconditioned ✓ » 1st Batch: Eight (8) Buses affiliated tourist bus with 49 seaters airconditioned ✓ » 2nd Batch: Eight (8) Buses, affiliated tourist bus with 49 seaters, airconditioned ✓</p> <p>5. Availability: Event date: 1. November 20, 2024: advance party for Task force committee and winning service provider (30) employees: Accommodation, Food and transportation for 3 days and 2 night for 30 pax ✓ 2. November 21, 2024: 1st batch (400 employees): outdoor and indoor Facilities with food, Team building Games and Facilitator ✓ 3. November 22, 2024: 2nd batch (400 employees): outdoor and indoor Facilities with food, Team building Games and Facilitator ✓</p> <p>6. Preferred location 1. Outside of Metro Manila: Caliraya Resort Club, Inc. Brgy. Lewin Lumban, Laguna ✓ 2. Venue not less than 50 km of PCMC (with travel time of not more than 2 hours from departure point to the point of destination). Participants per batch should be at the venue by 8:00 AM.: 102 km from PCMC to Caliraya Resort Club, Inc. 2 Hrs travel time ✓ 3. Free parking space for participants, 10 PCMC corporate/private vehicles and/or buses: Complimentary parking for private vehicles and buses ✓</p>	2,350,000.00	2,350,000.00



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TO: Supplier/Dealer Contractor: **CALIRAYA RESORT CLUB INC.**
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 No: **G(13)144973-PSG** Amount P: **705,600.00**

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			7. Venue ✓ 1. Structural Condition ✓ 1.1 Made of concrete and Steel materials ✓ 2. Functionality: The area is flexible for outdoor and/or indoor activities ✓ 2.1 Outdoor ✓ 2.1.1 Outdoor area for the teambuilding participants, including facilitators; ✓ 2.1.2. Spacious outdoor area that can accommodate at least 400 pax. ✓ 2.1.3. Spacious lawn ✓ 2.1.4. Availability of covered space to serve as banquet area for meals: Function Room: Judea ✓ 2.2. Indoor ✓ 2.2.1 A well-ventilated function room has multiple sources of fresh air circulation, such as large windows that can be opened, ceiling fans, or air conditioning systems with proper ventilation systems that can accommodate at least 400 pax (Function Room Judea) ✓ 2.2.2. Tables and chairs for the Secretariat and table set-up (maximum of 10 participants per table): (Function Room Judea) ✓ 2.2.3. with provisions Audio and visual (LCD screen) equipment with at least five (5) wireless microphones ✓ 2.2.4. Complimentary brewed coffee and water (Free Flowing) ✓ 2.2.5. WiFi access: with Resort-Wide Strong Wi-Fi Connection ✓ 3. Complimentary welcome banner (1.5meters x 2.5 meters) ✓ 8. Accommodation: Will provide Accommodation (1 Single VIP Forbes Suites, 3 Twin VIP Forbes Suites, 1 Triple VIP Forbes Suites and 5 Quadruple VIP Forbes Suites), Food and transportation for 3 days and 2 nights for 30 pax ✓ 1. Guaranteed air-conditioned room, with basic hotel room facilities including but not limited to bedding, WiFi access, closet, refrigerator, toilet, and bath with daily replenishment of bath towels and toiletries, shower, water supply, and complimentary bottled water for each guest ✓ 2. Room allocation for the following: ✓ • One (1) Single Deluxe room : single occupancy VIP Forbes Suite Room with queen sized bed ✓ • Two (2) Twin sharing room: twin VIP Forbes Suite Room with 2 queen sized bed ✓ • One (1) Twin, One (1) triple & Five (5) Quadruple VIP Forbes Suites with 2 queen sized bed to accommodate at least 25 pax ✓ • Clean Toilet and Bath, sanitize bathrooms ✓ • Furnished with television, closet, bedding, towels, and basic toiletries ✓ 9. Meals : Will provide the following meal requirements for 800 participants in 2 batches, 400 per batch plus 30 pax for the advance party ✓ 1. Meal Schedule ✓ 1.1. Day 1 (Wednesday) ✓ • PM Snack and Buffet Dinner (Steamed Rice, Soup, One (1) Vegetable Dish, a main course of three (3) viands, two (2) meat dishes (one meat and one fish), Pastry & Bottomless Brewed Coffee and Hot Tea) for 30 pax (advance party) ✓		



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			1.2 Day 2 - (Thursday) • Buffet Breakfast (Rice, Scrambled Egg, Pandesal, 2 Main Dish, Banana & Bottomless Brewed Coffee, Hot Tea and Juice), Buffet Lunch (Steamed Rice, Soup, One (1) Vegetable Dish, a main course of three (3) viands, two (2) meat dishes (one meat and one fish), Pastry, Sliced Pineapple & Bottomless Brewed Coffee and Hot Tea) and Buffet Dinner (Steamed Rice, Soup, One (1) Vegetable Dish, a main course of three (3) viands, two (2) meat dishes (one meat and one fish), Pastry & Bottomless Brewed Coffee and Hot Tea) for 30 pax (advance party) ✓ • Packed AM heavy Snacks, Buffet Lunch (Steamed Rice, Soup, One (1) Vegetable Dish, a main course of three (3) viands, two (2) meat dishes (one meat and one fish), Pastry, Sliced Pineapple & Bottomless Brewed Coffee and Hot Tea) and Packed PM snacks (heavy) with combination of pasta, sandwich and drinks for 400 pax ✓ 1.3 Day 3- (Friday) • Buffet Breakfast (Rice, Scrambled Egg, Pandesal, 2 Main Dish, Banana & Bottomless Brewed Coffee, Hot Tea and Juice), Buffet Lunch (Plain Rice, Pancit, 2 Main Dish (Chicken/Pork), Pastry, Sliced Pineapple & Bottomless Brewed Coffee and Hot Tea) and Buffet Dinner (Steamed Rice, Soup, One (1) Vegetable Dish, a main course of three (3) viands, two (2) meat dishes (one meat and one fish), Pastry & Bottomless Brewed Coffee and Hot Tea) for 30 pax (advance party) ✓ • Packed AM heavy Snacks, Buffet Lunch (Steamed Rice, Soup, One (1) Vegetable Dish, a main course of three (3) viands, two (2) meat dishes (one meat and one fish), Pastry, Sliced Pineapple & Bottomless Brewed Coffee and Hot Tea) and Packed PM snacks (heavy) with a combination of pasta, sandwich, and drinks for 400 pax ✓ 1.4 All meals are inclusive of one (1) round of iced tea/juice drink soft drink ✓ 1.5 Complimentary Continuous coffee and water station throughout the event ✓ 1.6 The preferred menu ✓ • For breakfast: combination or variation of : » International and composed of rice (either steamed or fried), variant of meat or canned goods, and one variant of egg, bread, Fresh vegetable salad, and/or fruits in seasons . Buffet Breakfast (Rice, Scrambled Egg, Pandesal, 2 Main Dish, Banana & Bottomless Brewed Coffee, Hot Tea and Juice) ✓ • For lunch and dinner: combination or variation of : » International and composed of steamed rice, soup, a main course of three (3) viands, two (2) meat dishes (one meat and one fish), one vegetable dish, and dessert. International Buffet Lunch and Dinner: (Steamed Rice, Soup, One (1) Vegetable Dish, a main course of three (3) viands, two (2) meat dishes (one meat and one fish), Pastry, Sliced Pineapple & Bottomless Brewed Coffee and Hot Tea) ✓ • For AM and PM (heavy) snacks: combination or variation of the ff: » Sandwiches: Choices of Burgers, chicken/tuna sandwich ✓ » Pasta dishes with bread: choices of pancit or spaghetti with bread or puto ✓ » Soup dishes for snack (ie lomi, molo soup): Choices of hot foods lomi, sopas, arrozcaldo, champorado ✓ » Merienda favors (native delicacies bibingka and puto): Native delicacies puto lumban ✓		



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			<p>Note: Compliant for serving food to accommodates participants with dietary restrictions, including but not limited to allergies, intolerances, and specific dietary needs, ensuring that all food adheres to halal standards and is clearly labeled for ingredients and allergens ✓</p> <p>1.7. Will submit a menu to PCMC as part of the proposal. ✓ 1.8 CRC is using eco-friendly, biodegradable and usable materials in promoting green environment ✓</p> <p>10. Transportation The service provider is 1. An affiliated Tourist/Chartered Bus Land Transport Operator ✓ 2. Will provide vehicles described below: ✓ » Tourist Buses with least 49 seaters in each batch for 400 employees ✓ » airconditioned ✓ » Clean, comfortable, presentable, and in good running condition. ✓ 3. Professional drivers with certificate ✓</p> <p>11. Facilitator : professional facilitators, game masters and marshalls that will modify the dimensional aspects of social, emotional, intellectual, financial, spiritual, and physical. ✓ 1. The facilitator is expected to perform the following tasks: ✓ 1. Preparation/Planning of teambuilding. ✓ 1.1. Design and approval of customized teambuilding program clearly articulating the objectives of each of the teambuilding exercises; ✓ 1.2. Pre-briefing and agreement on the venue, food, transportation, activities/programs concerns; ✓ 1.3. Interactive and flexible facilitation tools and materials prepared before the workshops; ✓ 1.4. Organization and administration; ✓ 1.5. Manage and facilitate the main event under the supervision of the Wellness committee. ✓ 2. Qualification 2.1 Experienced facilitators in teambuilding, particularly within the healthcare context, will be engaged to lead the sessions. ✓ 2.2 Professional facilitator with a Proven track record of extensive consultancy experience in facilitating teambuilding activities, knowledge-sharing workshops, and sustainable teambuilding activities in recent years. ✓ 2.3 Professional facilitator that demonstrate knowledge and advanced skills and at least 1 year of previous experience in preparing/facilitating teambuilding activities for medium and large-scale organizations. ✓ 2.4 Professional facilitators that has the ability to engage, design, and execute various activities/services that bring out the best in teams. ✓ 2.5 Professional facilitators that will the dimensional aspects of social, emotional, intellectual, financial, spiritual, and physical. ✓ 2.6 Professional facilitators with flexible nature and ability to adapt to changing directions/thinking that may occur during the teambuilding. ✓ 2.7 Professional facilitators Excellent interpersonal skills. ✓</p>		



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Item No	QTY	UNIT	ARTICLES	UNIT COST	TOTAL COST
			<p>12. Program and Activities</p> <p>1. Professional facilitators that will modify the dimensional aspects of social, emotional, intellectual, financial, spiritual, and physical.</p> <p>2. with 1 or 2 Facilitators and 10 Marshals during the program/activity</p> <p>3. Materials and amenities that will be used for the activity per the program designed.</p> <p>13. Transportation Logistics: Transportation arrangements will be made to facilitate the participation of healthcare workers from the hospital to the venue and vice versa for three (3) days and two (2) nights.</p> <p>14. CRC will work hand in hand to PCMC Team to provide assistance if needed. The PCMC shall provide the person-in-charge or team and/or assistance needed to communicate with the employees for advisory pre/during and upon their return to the hospital</p> <p>DELIVERY SCHEDULE:</p> <p>1. November 20, 2024: advance party for Taskforce committee and winning service provider (30) employees</p> <p>2. November 21, 2024: 1st batch (400 employees)</p> <p>3. November 22, 2024: 2nd batch (400 employees)</p> <p>Terms and Conditions:</p> <p>» Payment to the winning bidder will be made in accordance with the following:</p> <p>1. 50% down payment before the event within seven days upon receipt of Notice to Proceed.</p> <p>2. Full payment to be settled on the day of the event</p> <p>3. Check payments shall be issued in the registered business name of and addressed to the provider.</p> <p>xxxxxxxxxxxxxxxxxxxxx Nothing Follows xxxxxxxxxxxxxxxxxxxxxxxx For the use of Patient and Occupational Safety Committee</p>		P 2,350,000.00 (Two Million Three Hundred Fifty Thousand Pesos)

Penalty Clause for Delayed or Unsatisfactory Deliveries:

- One-tenth (1/10) of one percent (1%) of the cost of unperformed portion for everyday of delay. Once the cumulative amount of liquidated damages reaches 10% of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.
- Excess in price, if procured from third parties, through alternative mode of procurement; and
- In case of bidding, forfeiture of performance security equal to 5% of the undelivered item/s.

Funding Code: **V-22-99-990-700 / orig 11/13/24** **TOTAL AMOUNT P 2,350,000.00**

FUNDS AVAILABLE: **₱ 2,350,000.00** Attachment

LEA M. VILLALOBOS, DBA, CPA Chief Accountant **11/14**

APPROVED: **SONIA B. GONZALEZ, M.D., MSCHSM, MPM** Executive Director

Attachment
 PR No: **POSC-2024-001**
 Abstract of Canvass/Bids:
 BAC Resolution No: **R2024-11-624**
 NOA No: **NOA-2024-142**
 NTP No: **NTP-PROC-2024-284**
 PhilGEPS Ref No:
 AMRP No.

CERTIFICATION
 This is to certify that I received today the Original copy of this Purchase Order, and held the Company bound by the terms and stipulation of the contract and other laws applicable

Signature over printed name
 Date:

Distribution: Original - Attachment to payment
 Duplicate - Procurement/Materials Management Division

24-3786 CF



Republic of the Philippines
DEPARTMENT OF HEALTH
PHILIPPINE CHILDREN'S MEDICAL CENTER

Quezon Avenue, Quezon City 1100
website: www.pcmc.gov.ph email: officeofthedirector@pcmc.gov.ph
Trunk Line: 8588-9900 to 20 Direct Line: 8924-6601

NOTICE TO PROCEED
NTP-PROC-2024-284

CALIRAYA RESORT CLUB, INC.

Brgy. Lewin, Lumban, Laguna
Contact No.: 0917-816-4806

Sir/Madam:

This is to inform you that Purchase Order No. 77478 as a result of Public Bidding for the **Teambuilding Activity Facilitation included Venue, Food and Transportation** has been approved.

You may now proceed with the implementation of the said procurement project under the terms & conditions stated in the attached Purchase Order.


SONIA B. GONZALEZ, MD, MScHSM, MPM
Executive Director 

CONFORME:
Received Original

Signature Over Printed Name
Authorized Representative
Date: _____

