



**PURCHASE ORDER**  
DSWD MIMAROPA Region  
Entity Name

Supplier : <b>SEASONS HOTEL</b>		P.O. No. : <b>2021-11-0976</b>			
Address : <b>BRGY. BUENVISTA, SABLAYAN, OCCIDENTAL MINDORO</b>		Date : <b>NOVEMBER 15, 2021</b>			
TIN : <b>155-602-537-008</b>		Mode of Procurement : <b>NP-LOV</b>			
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : <b>SEASONS HOTEL</b>		Delivery Term : <b>Full Term</b>			
Date of Delivery : <b>NOVEMBER 18-20, 2021</b>		Payment Term : <b>15-30 days upon final inspection</b>			
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pax	<b>BOARD AND LODGING FOR 2-DAYS TRAINING CONDUCT OF SUSTAINABLE LIVELIHOOD PROGRAM MAINSTREAMING MANUAL FORUM IN OCCIDENTAL MINDORO</b>  <b>VENUE: SEASONS HOTEL (</b> <b>Date of Activity: NOVEMBER 18-20, 2021</b> <b>Guaranteed Pax: 17 Pax</b> <b>Nights: 2 DAYS</b> <b>Check-In Date and Time: NOVEMBER 18, 2021/12:00nn ONWARDS</b> <b>Check-Out Date and Time: NOVEMBER 20, 2021/12:00 nn</b> <b>Room Sharing: Air-conditioned Room, DOUBLE Sharing with Individual Bed per Pax</b> <b>and Free Toiletries (With the IATF and DOT Guidelines for the Minumum Health Standard)</b>  <b>Meal Schedule:</b> <b>NOVEMBER 18, 2021: Lunch, PM Snacks and Dinner</b> <b>NOVEMBER 19, 2021: Breakfast, AM Snack, Lunch, PM Snack, Dinner</b> <b>NOVEMBER 20, 2021: Breakfast and AM Snack</b>  <b>Type of Serving:</b> <b>*MANAGED BUFFET for Breakfast (6:00 am) and Dinner (6:00pm)</b> <b>*HOT PACKED MEAL for AM Snack, Lunch (12:00 nn) and PM Snack (3:00pm)</b>  <b>Menu Selection:</b> <b>*Hotel to submit Menu (Minimum of atleast 2 Viands, Soup, Desserts and Beverages)</b>  <b>*Hotel will submit proposed menu of the day one (1) week before the training schedule</b>  <b>*No repeating meal per menu</b> <b>*Food to be served should have vegetables and fruits and can adjust for Muslim and non pork eaters</b>  <b>Inclusions:</b> <b>*Structurally sound and safety for accupancy with enough Fire Escapes, Fire Fighting Equipments, CCTV, Elevators and Stairs</b> <b>*Air-Conditioned Guest Rooms with Cable TV</b> <b>*Bathrooms with Hot and Cold Showers with enough toiletries (Towel, Toothpaste, Soap and Shampoo)</b> <b>*Free-Use of fully Air-Conditioned Session Hall/Conference Room, spacious for activities and can accommodate 30 participants or more</b> <b>*No Obstructing Pillars in the Conference Room</b> <b>*The Session Hall/Conference Room is free from noise/which is detrimental to the event/meeting</b> <b>*With Registration Area and Free Use of Parking Area</b> <b>*Free use of Telephone line, Projector with Screen, Sound System with 2 Microphones, Electric Outlets, Extension Cords, Whiteboard and Whiteboard Marker and Erase</b> <b>*Free WI-Fi access for both guest and function rooms</b> <b>*Facilitites must be PWD and Senior Citizen Friendly</b> <b>*Atleast One (1) Hotel Staff/Attendant available at any given time during the session to assist the Secretariat in Logistical concerns</b> <b>*Free Flowing of Coffee/Tea/Drinking Water/Infused Water</b>  <b>NOTE:</b> <b>Hotel/Restaurants/Resort should not be offering short term lodging associated with motel and should not be situated beside or across gambling establishment shops, night clubs, funeral parlors, mortuaries and other similar like</b> <p align="center">*****Nothing Follows*****</p> <b>Rating Factors: Passing Rate = 85%</b> <b>*****Hotel to submit the DOT Accreditation Certificate</b>  <b>APPROVED BUDGET FOR THE CONTRACT: PHP64,600.00</b> <b>PR No.: 2021-11-1036</b> <b>CONDUCT OF SUSTAINABLE LIVELIHOOD PROGRAM MAINSTREAMING MANUAL FORUM IN OCCIDENTAL MINDORO</b> <b>Prepared by: Lorie Licop</b>	19		
				850.00	32,300.00
				650.00	12,350.00
				780.00	14,820.00
				240.00	4,560.00
					<b>64,030.00</b>
(Total Amount in Words)		<b>Sixty Four Thousand Thirty Pesos Only</b>			<b>P64,030.00</b>
<p>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.</p> <p>Conforme: _____ Very truly yours, _____</p> <p align="center">Signature over Printed Name of Supplier</p> <p align="center">Date</p> <p align="right"> <b>FERNANDO R. DE VILLA JR., CESO III</b>  <b>Signature over Printed Name of Authorized Official</b>  <b>Regional Director</b> </p>					
Fund Cluster : 101 Funds Available : <b>P64,030.00</b>  Signature over Printed Name of AOW/ OIC - Head, Accounting Section			ORS/BURS No. : <b>02-101101-2021-1-5095</b> Date of the ORS/BURS: <b>11/16/2021</b> Amount : <b>P64,030.00</b>		

**COMMISSION ON AUDIT  
RECEIVED BY *Lorie Licop*  
DATE: **25 NOV 2021****



Department of Social Welfare and Development  
Field Office MIMAROPA  
Tel. No. (02) 5366-8106 /8107 Local 24052/24051  
www.fo4b.dswd.gov.ph  
Email Address: [fo4b@dswd.gov.ph](mailto:fo4b@dswd.gov.ph)/[procurement.fomimaropa@dswd.gov.ph](mailto:procurement.fomimaropa@dswd.gov.ph)

## NOTICE OF AWARD

Date : November 15, 2021

**MS. ANGEL D. BANDIOLA**  
Proprietor  
SEASONS HOTEL  
Brgy. Buenavista, Sablayan, Occidental Mindoro

Dear **Ms. Bandiola**:

We are pleased to inform you that the **Request for Quotation No. 2021-11-1036** for the **BOARD AND LODGING IN THE CONDUCT OF SUSTAINABLE LIVELIHOOD PROGRAM MAINSTREAMING MANUAL FORUM IN OCCIDENTAL MINDORO** is hereby awarded to you at a Total Contract Price inclusive of all applicable taxes equivalent to **Sixty-Four Thousand Thirty Pesos Only (Php 64,030.00)**.

You are therefore required to comply with the Terms and Conditions stated in the **Purchase Order No. 2021-11-0976** from the receipt of this Notice of Award.

Please signify your conformity by signing below and transmitting a signed copy to us.

Very truly yours,

  
**FERNANDO R. DE VILLA JR., CESO III**  
Regional Director  
Head of the Procuring Entity

**Conforme:**

\_\_\_\_\_  
(Signature over Printed Name of Bidder's Authorized Representative)

**SEASONS HOTEL**

Date: \_\_\_\_\_

Purpose: BOARD AND LODGING IN THE CONDUCT OF SUSTAINABLE LIVELIHOOD PROGRAM MAINSTREAMING MANUAL FORUM IN OCCIDENTAL MINDORO

Item No.	Qty	Unit	Purchaser's Requirements	SEASONS HOTEL		BIDDER'S NAME				
				Bidder's Specification	Unit Cost	Total Cost	Bidder's Specification	Unit Cost	Total Cost	
1	19	pax	BOARD AND LODGING FOR 2-DAYS TRAINING							
17	Guaranteed Pax		CONDUCT OF SUSTAINABLE LIVELIHOOD PROGRAM MAINSTREAMING MANUAL FORUM IN OCCIDENTAL MINDORO							
Venue: Hotel within OCCIDENTAL MINDORO										
Date of Activity: NOVEMBER 18-20, 2021										
Nights: 2 DAYS										
Check-In Date and Time: NOVEMBER 18, 2021/12:00nn ONWARDS										
Check-Out Date and Time: NOVEMBER 20, 2021/12:00 nn										
Room Sharing: Air-conditioned Room, DOUBLE Sharing with Individual Bed per Pax and Free Toiletries (With the IATF and DOT Guidelines for the Minimum Health Standard)					850.00	32,300.00				
Meal Schedule:										
NOVEMBER 18, 2021: Lunch, PM Snacks and Dinner					650.00	12,350.00				
NOVEMBER 19, 2021: Breakfast, AM Snack, Lunch, PM Snack, Dinner					780.00	14,820.00				
NOVEMBER 20, 2021: Breakfast and AM Snack					240.00	4,560.00				
Type of Serving:										
*MANAGED BUFFET for Breakfast (6:00 am) and Dinner (6:00pm)										
*HOT PACKED MEAL for AM Snack, Lunch (12:00 nn) and PM Snack (3:00pm)										
Menu Selection:										
*Hotel to submit Menu (Minimum of atleast 2 Vlands, Soup, Desserts and Beverages)										
*Hotel will submit proposed menu of the day one (1) week before the training schedule										
*No repeating meal per menu										
*Food to be served should have vegetables and fruits and can adjust for Muslim and non pork eaters										
SUB-TOTAL						64,030.00				

Deliberated upon by the DSWD - BIDS COMMITTEE (DSWD-BAC) on 11/11/21 and recommends to be awarded to SEASONS HOTEL as the sole responsive bid.

JAMUEL P. BALBABOCCO  
BAC Member

IMEE C. VILLANUEVA  
BAC Member

GENELIZA D. GABILAN  
BAC Member

SONIA R. DE LEON  
BAC Vice Chairperson

SHEILA S. TAPIA  
BAC Chairperson

PATRICK G. JARMIN  
Alternate BAC Member

KHEEN MICHAEL G. SE  
Alternate BAC Member

ANGELYN S. AGUNDO  
Alternate BAC Member

Approved by:

FERNANDO R. DE VILLA, JR., CESO III  
Regional Director

Purpose: BOARD AND LODGING IN THE CONDUCT OF SUSTAINABLE LIVELIHOOD PROGRAM MAINSTREAMING MANUAL FORUM IN OCCIDENTAL MINDORO

BIDDER'S NAME

Item No.	Qty	Unit	Purchaser's Requirements	SEASONS HOTEL			BIDDER'S NAME									
				Bidder's Specification	Unit Cost	Total Cost	Bidder's Specification	Unit Cost	Total Cost	Bidder's Specification	Unit Cost	Total Cost				
			<b>Inclusions:</b> *Structurally sound and safety for occupancy with enough Fire Escapes, Fire Fighting Equipments, CCTV, Elevators and Stairs *Air-Conditioned Guest Rooms with Cable TV *Bathrooms with Hot and Cold Showers with enough toiletries (Towel, Toothpaste, Soap and Shampoo) *Free-Use of fully Air-Conditioned Session Hall/Conference Room, spacious for activities and can accommodate 30 participants or more *No Obstructing Pillars in the Conference Room *The Session Hall/Conference Room is free from noise/which is detrimental to the event/meeting *With Registration Area and Free Use of Parking Area *Free use of Telephone line, Projector with Screen, Sound System with 2 Microphones, Electric Outlets, Extension Cords, Whiteboard and Whiteboard Marker and Erase *Free WI-FI access for both guest and function rooms *Facilities must be PWD and Senior Citizen Friendly *Atleast One (1) Hotel Staff/Attendant available at any given time during the session to assist the Secretariat in Logistical concerns *Free Flowing of Coffee/Tea/Drinking Water/Infused Water													
			<b>NOTE:</b> Hotel/Restaurants/Resort should not be offering short term lodging associated with motel and should not be situated beside or across gambling establishment shops, night clubs, funeral parlors, mortuaries and other similar like *****Nothing Follows***** Rating Factors: Passing Rate = 85% *****Hotel to submit the DOT Accreditation Certificate Page 2 of 2													
			<b>APPROVED BUDGET FOR THE CONTRACT: PHP64,600.00</b>	<b>TOTAL AMOUNT</b>		<b>64,030.00</b>	<b>TOTAL AMOUNT</b>									

Deliberated upon by the DSWD - BIDS COMMITTEE (DSWD-BAC) on 11/11/21 and recommends to be awarded to SEASONS HOTEL as the low responsive bid.

JAMUEL P. BALBABOCO  
 BAC Member

IMEE C. VILLANUEVA  
 BAC Member

GENELIZAD. GABILAN  
 BAC Member

SONIA R. DE LEON  
 BAC Vice Chairperson

SHEILA S. TAPIA  
 BAC Chairperson

PATRICK G. JARMIN  
 Alternate BAC Member

KHEEN MICHAEL G. SE  
 Alternate BAC Member

ANGELYN S. AGUNDO  
 Alternate BAC Member

Approved by:

FERNANDO R. DE VILLA, JR., CESO III  
 Regional Director