



**DSWD**

Department of Social Welfare and Development  
DSWD-GF-010 | REV 00 / 12 OCT 2021



"Saangayong May Puro: Saan Abot sa MIMAROPA"

## NOTICE OF AWARD

May 17, 2022

**MS. IRENE DORMILE**

Authorized Representative  
PALAWAN UNO HOTEL  
Brgy. San Pedro, Puerto Princesa City, Palawan

Dear **Ms. Dormile:**

We are pleased to inform you that the RFQ No. 2022-04-0466 for "**Board and Lodging in the conduct of Skills Enhancement on Effective Communication and Partnership with New Program Partners/Stakeholders in Puerto Princesa City, Palawan**" is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid at a Contract Price equivalent to **One Hundred Four Thousand Pesos Only (Php 104,000.00).**

You are therefore required to comply with the Terms and Conditions stated in the PO No.2022-05-0404 from the receipt of this Notice of Award.

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

*Handwritten signature*

Very truly yours,

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

*Handwritten signature*  
**SHEILA S. TAPIA**  
Officer-in-Charge  
Special Order No. *174*  
*J. Ron*

**Conforme:**

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

**PALAWAN UNO HOTEL**

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

*Handwritten signature*



**PURCHASE ORDER**  
**DSWD MIMAROPA Region**  
**Entity Name**

Supplier : <b>PALAWAN UNO HOTEL</b>	P.O. No. : <b>2022-05-0404</b>
Address : <u>Brgy. San Pedro, Puerto Princesa City, Palawan</u>	Date : <b>May 17, 2022</b>
TIN :	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 : <u>Puerto Princesa City, Palawan</u>	Delivery Term : <u>FOB Destination</u>
Date of Delivery : <u>June 28-30, 2022</u>	Payment Term : <u>15-30 days upon final inspection</u>

STOCK Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pax	<b>Board and Lodging for 2 days</b> <b>SKILLS ENHANCEMENT ON EFFECTIVE COMMUNICATION AND PARTNERSHIP WITH NEW PROGRAM PARTNERS/STAKEHOLDERS</b> <b>Preferred Venue: Puerto Princesa City, Palawan</b> <b>Date of Activity: June 28-30, 2022</b> No. of Nights: 2 nights Check In Date and Time: <b>June 28, 2022, 12nn Tuesday</b> Check Out Date and Time: <b>June 30, 2022, 12nn Thursday</b> <b>Room Sharing:</b> Airconditioned Room, Twin Sharing with Individual bed per pax and complete toiletries (may be subjected to LGUs existing guidelines on COVID 19 Health and Protocols)  <b>Meal Schedule:</b> June 28, 2022: Lunch, Pm Snack and Dinner June 29, 2022: Breakfast, Am Snack, Lunch, Pm Snack and Dinner June 30, 2022: Breakfast and Am Snack  <b>Type of Food Serving:</b> Managed Buffet Breakfast, Lunch and Dinner Plated Snacks Menu Selection: Hotel to submit menu (minimum of rice, 2 viands, 1 vegetable, side dish, soup, dessert, drinks) No repeating meal per menu <p align="center">*****NOTHING FOLLOWS***** page 1 of 2</p> Approved Budget for the Contract: Php104,000.00 <b>PR No. 2022-04-0466</b> Purpose: Board and Lodging in the conduct of Skills Enhancement on Effective Communication and Partnership with New Program Partners/Stakeholders Prepared by: Emma Joy C. Nolasco	26 23 guaranteed pax	2,000.00	104,000.00

**COMMISSION ON AUDIT**  
**RECEIVED BY:** *[Signature]*  
**DATE:** 06 JUN 2022

(Total Amount in Words)	ONE HUNDRED FOUR THOUSAND PESOS ONLY	104,000.00
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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: \_\_\_\_\_ Very truly yours,  
Signature over Printed Name of Supplier \_\_\_\_\_ **FERNANDO R. DE VILLA, JR., CESO III**  
Signature over Printed Name of Authorized Official  
\_\_\_\_\_ **SHEILA S. TAPIA**  
**Officer-in-Charge**  
Special Order No. 5-2022 **Regional Director**

Fund Cluster : <u>01-101</u>	ORS/BURS No. : <u>2022-05-19100</u>
Funds Available : <b>104,000.00</b>	Date of the ORS/BURS: <u>5/18</u>
<i>[Signature]</i> <b>DANILYN T. GALAN</b> Signature over Printed Name of Administrative Officer IV / OIC-Section Head, Accounting Section	Amount : <b>104,000.00</b>





**PURCHASE ORDER**  
**DSWD MIMAROPA Region**  
**Entity Name**

Supplier : <b>PALAWAN UNO HOTEL</b>	P.O. No. : <b>2022-05-0404</b>
Address : <b>Brgy. San Pedro, Puerto Princesa City, Palawan</b>	Date : <b>May 17, 2022</b>
TIN :	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>Puerto Princesa City, Palawan</b>	Delivery Term : <b>FOB Destination</b>
Date of Delivery : <b>June 28-30, 2022</b>	Payment Term : <b>15-30 days upon final inspection</b>

Property No.	Unit	Description	Quantity	Unit Cost	Amount
		<p><b>Inclusion:</b></p> <p>Free use of Airconditioned Conference Room (can accommodate 26 pax and free from noise which is detrimental to the event)</p> <p>Free flowing coffee, drinking water and candies</p> <p>No obstructing pillars in the conference room</p> <p>Availability of electric outlets and free use of extension cords</p> <p>With audio system and at least 3 microphones</p> <p>Free use of projector and whiteboards</p> <p>With Free Strong WIFI Connections</p> <p>Free use of parking space</p> <p>Facilities must be PWD and Senior Citizen Friendly</p> <p>Must be structurally sound, have fire escapes and firefighting equipments and CCTV</p> <p>Food to be served should have vegetables and fruits and can adjust for Muslim and non pork eaters</p> <p>Free one (1) Complimentary Room for the Secretariat</p> <p>Free use of facilities and amenities (if applicable)</p> <p>Free provision of Socializations (inclusions of videoke, drinks and pica-pica for 26 pax)</p> <p><b>Date: June 29, 2022, 7pm</b></p> <p>NOTE: Hotel/Restaurants/Resorts 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</p> <p align="center">*****NOTHING FOLLOWS*****</p> <p align="center">page 2 of 2</p> <p>Approved Budget for the Contract: Php104,000.00  <b>PR No. 2022-04-0466</b>            Purpose: Board and Lodging in the conduct of Skills Enhancement on Effective Communication and Partnership with New Program Partners/Stakeholders            Prepared by: Emma Joy C. Nolasco</p>			

(Total Amount in Words) **ONE HUNDRED FOUR THOUSAND PESOS ONLY** **104,000.00**

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: \_\_\_\_\_ Very truly yours,  
 Signature over Printed Name of Supplier **FERNANDO R. DE VILLA, JR., CESO III**  
 Signature over Printed Name of Authorized Official  
**Regional Director**

Date **SHEILA S. TAPIA**  
 Officer-in-Charge  
 Special Order No. 170

Fund Cluster : **01-101**  
 Funds Available : **104,000.00**

Signature over Printed Name of Administrative Officer IV / OIC-Section Head,  
**DANILYN T. GALAN**  
 Accounting Section

ORS/BURS No. : 2022-05-1900  
 Date of the ORS/BURS: 5/18  
 Amount : **104,000.00**