



**PURCHASE ORDER**  
DSWD MIMAROPA Region  
Entity Name

Supplier : <b>COSTA PALAWAN RESORT</b>	P.O. No. : <b>2022-04-0135</b>
Address : <b>E. PONCE DE LEON, SAN PEDRO, PPC, PALAWAN</b>	Date : <b>April 5, 2022</b>
TIN : <b>009-340-261-001</b>	Mode of Procurement : <b>NP-SVP</b>

Gentlemen:  
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : <b>E. PONCE DE LEON, SAN PEDRO, PPC, PALAWAN</b>	Delivery Term : <b>FOB Destination</b>
Date of Delivery : <b>APRIL 19-22, 2022</b>	Payment Term : <b>15-30 days upon final inspection</b>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pax	<p align="center"><b>BOARD AND LODGING (3 Nights)</b></p> <p align="center">CONDUCT OF ORIENTATION ON THE FORMULATION OF VISION, MISSION AND GOAL WITH WRITESHOP ON THE DEVELOPMENT OF OPERATIONS MANUAL (FACE-TO-FACE)</p> <p>VENUE: COSTA PALAWAN RESORT (E. PONCE DE LEON, SAN PEDRO, PPC, PALAWAN)</p> <p>Guaranteed Pax: 20 Pax</p> <p>Nights: 3 Nights Date: APRIL 19-22, 2022</p> <p>Check-In Date and Time: APRIL 19, 2022 / 2:00pm Check-Out Date and Time: April 22, 2022 /12:00 nn Room Sharing: Air-conditioned Room, TRIPLES sharing with</p> <p><b>MEALS SCHEDULE:</b> APRIL 19, 2022: PM Snack and Dinner APRIL 20-21, 2022: Breakfast, AM Snack, Lunch, PM Snack, APRIL 22, 2022: Breaksfast, AM Snack and Lunch</p> <p><b>Type of Serving:</b> *Managed Buffet for Breakfast (6:00 am), Lunch (12:00 nn) and Dinner (6:00 pm) *Plated Snacks (AM Snack-9:00 am and PM Snack-3:00 pm)</p> <p><b>Menu Selection:</b> *Hotel to submit Menu (Minimum of atleast 2 Viands, 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</p> <p><b>INCLUSION:</b> *Structurally sound and safety for occupancy with enough Fire Escapes, Fire Fighting Equipments, CCTV, Elevators and Stairs</p>	24	1,998.00	143,856.00

COMPLY

(Total Amount in Words)	Page 1 of 2	Sub-Total	PHP 143,856.00
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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: \_\_\_\_\_  
Signature over Printed Name of Supplier

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

Date

Fund Cluster : <b>1</b> Funds Available : <b>143,856 -</b>  <b>DANILYN T. GALAN</b> Signature over Printed Name of AO IV/ OIC - Head, Accounting Section	ORS/BURS No. : <b>22-04-1078</b> Date of the ORS/BURS: <b>4/4/22</b> Amount : <b>143,856 -</b>
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**PURCHASE ORDER**  
DSWD MIMAROPA Region  
Entity Name

Supplier : <b>COSTA PALAWAN RESORT</b>	P.O. No. : <b>2022-04-0135</b>
Address : <b>E. PONCE DE LEON, SAN PEDRO, PPC, PALAWAN</b>	Date : <b>April 5, 2022</b>
TIN : <b>009-340-261-001</b>	Mode of Procurement : <b>NP-SVP</b>


Gentlemen:  
Please furnish this Office the following articles subject to the terms and conditions contained herein:

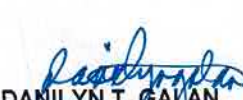
Place of Delivery : <b>E. PONCE DE LEON, SAN PEDRO, PPC, PALAWAN</b>	Delivery Term : <b>FOB Destination</b>
Date of Delivery : <b>APRIL 19-22, 2022</b>	Payment Term : <b>15-30 days upon final inspection</b>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		*Facilitites must be PWD and Senior Citizen Friendly *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 for physical distancing in compliance with Covid-19 *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 3 Microphones, Electric Outlets, Extension Cords, Whiteboard and Whiteboard Marker and Eraser, and other Amenities *Free WI-Fi access for both guest and function rooms *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 or Hot Chocolate/Drinking Water/Infused Water *FREE Tarpaulin or LED Backdrop  <b>NOTE:</b> Hotel/Restaurants/Resort should not be offering short term lodging associated with motel and shoould 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%  <b>PR No.: 2022-03-0233</b> <b>Approved Budget for the Contract: Php 144,000.00</b> FORMULATION OF VISION, MISSION AND GOAL WITH WRITESHOP ON THE DEVELOPMENT OF OPERATIONS MANUAL Prepared by: Lorie Licop <b>Page 2 of 2</b>	}	<b>COMPLY</b>	

(Total Amount in Words)	One Hundred Forty-Three Thousand Eight Hundred Fifty-Six Pesos Only	<b>PHP 143,856.00</b>
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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:  _____ Signature over Printed Name of Supplier  _____ Date	Very truly yours,   <b>FERNANDO R. DE VILLA JR., CESO III</b> Signature over Printed Name of Authorized Official  <b>Regional Director</b> Designation
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Fund Cluster : <b>1</b> Funds Available :  143,856 -  <b>DANILYN T. GALAN</b> Signature over Printed Name of AO IV/ OIC - Head, Accounting Section	ORS/BURS No. : _____ Date of the ORS/BURS: _____ Amount : <u>77,000.1628</u> <u>4/6/22</u> 143,856 -
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## NOTICE OF AWARD

April 5, 2022

**MELANIE C. SAN JUAN**

Proprietor

COSTA PALAWAN RESORT

E. Ponce De Leon, San Pedro, Puerto Princesa City, Palawan

Dear **Ms. San Juan:**

We are pleased to inform you that the RFQ No. 2022-03-0233 for "**Board and Lodging for Orientation on the Formulation of Vision, Mission and Goal with Write Shop on the Development of Operations Manual**" is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid at a Contract Price equivalent to **One Hundred Forty-Three Thousand Eight Hundred Fifty-Six Pesos Only (Php 143,856.00)**

You are therefore required to comply with the Terms and Conditions stated in the PO No. 2022-04-0135 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)

**COSTA PALAWAN RESORT**

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

Purpose: BOARD AND LODGING FOR ORIENTATION ON THE FORMULATION OF VISION, MISSION AND GOAL WITH WRITESHOP ON THE DEVELOPMENT OF OPERATIONS MANUAL

AOO No.: 2022-03-0233 NP-LOV

Item No.	Qty	Unit	Purchaser's Requirements	CITYSTATE ASTURIAS HOTEL PALAWAN				COSTA PALAWAN RESORT				HOLIDAY SUITES HOTEL AND RESORT				HOTEL FLEURIS INC.			
				Bidder's Specification	Unit Cost	Total Cost	Bidder's Specification	Unit Cost	Total Cost	Bidder's Specification	Unit Cost	Total Cost	Bidder's Specification	Unit Cost	Total Cost				
1	24	pax	BOARD AND LODGING (3 Nights)																
20	Guaranteed Pax		CONDUCT OF ORIENTATION ON THE FORMULATION OF VISION, MISSION AND GOAL WITH WRITESHOP ON THE DEVELOPMENT OF OPERATIONS MANUAL (FACE-TO-FACE)							1,998.00	143,856.00								
			VENUE: Hotel Within PALAWAN																
			Date: APRIL 19-22, 2022																
			Nights: 3 Nights																
			Check-In Date and Time: APRIL 19, 2022 / 2:00pm																
			Check-Out Date and Time: April 22, 2022 /12:00 nn																
			Room Sharing: Air-conditioned Room, TRIPLE Sharing with Individual Bed per Pax and Free Toiletries (With the IATF and DOT Guidelines for the Minimumum Health Standard)	8 TRIPLE SHARING ROOM	850.00	61,200.00													
			MEALS SCHEDULE:																
			APRIL 19, 2022: PM Snack and Dinner		575.00	13,800.00													
			APRIL 20-21, 2022: Breakfast, AM Snack, Lunch, PM Snack, Dinner		1,150.00	55,200.00													
			APRIL 22, 2022: Breakfast, AM Snack and Lunch		575.00	13,800.00													
			Type of Serving:				COMPLY												
			*Managed Buffet for Breakfast (6:00 am), Lunch (12:00 nn) and Dinner (6:00 pm)																
			*Plated Snacks (AM Snack-9:00 am and PM Snack-3:00 pm)																
			Menu Selection:																
			*Hotel to submit Menu (Minimum of atleast 2 Viands, Soup, Desserts and Beverages																
			*Hotel will submit proposed menu of the day one (1) week before the training schedule																
			Page 1 of 2																
				SUB-TOTAL		144,000.00	TOTAL AMOUNT			143,856.00	TOTAL AMOUNT			140,400.00	TOTAL AMOUNT				172,800.00

03-31-22 *Costa Palawan Resort as the lowest bidder and responsible bidder preferred by end user*

Deliberated upon by the DSWD - BIDS COMMITTEE (DSWD-BAC) on  
 recommends to be awarded to  
 JAMUEL P. BALBAROCO BAC Member  
 IMEE C. VILLANUEVA BAC Member  
 MARICEL F. DELA VEGA BAC Member  
 SHEILA S. TAPIA BAC Chairperson

PATRICK G. JARMIN Alternate BAC Member  
 KHEEN MICHAEL G. SE Alternate BAC Member  
 MIRAMELINDA O. LEUTERIO Alternate BAC Member  
 GNEILZA D. GABILAN BAC Vice Chairperson

Approved by:  
 FERNANDO R. DE VILLA JR., CESO III Regional Director

Purpose: BOARD AND LODGING FOR ORIENTATION ON THE FORMULATION OF VISION, MISSION AND GOAL WITH WRITESHOP ON THE DEVELOPMENT OF OPERATIONS MANUAL

AOQ No.: 2022-03-0233 NP-LOV

Item No.	Qty	Unit	Purchaser's Requirements	CITYSTATE ASTURIAS HOTEL PALAWAN			COSTA PALAWAN RESORT			HOLIDAY SUITES HOTEL AND RESORT			HOTEL FLEURIS INC.		
				Bidder's Specification	Unit Cost	Total Cost	Bidder's Specification	Unit Cost	Total Cost	Bidder's Specification	Unit Cost	Total Cost	Bidder's Specification	Unit Cost	Total Cost
			*No repeating meal per menu												
			*Food to be served should have vegetables and fruits and can adjust for Muslim and non pork eaters												
			*Structurally sound and safety for occupancy with enough Fire Escapes, Fire Fighting Equipments, CCTV, Elevators and Stairs												
			*Facilities must be PWD and Senior Citizen Friendly												
			*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 for physical distancing in compliance with Covid-19												
			*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 3 Microphones, Electric Outlets, Extension Cords, Whiteboard and Whiteboard Marker and Eraser, and other Amenities												
			*Free Wi-Fi access for both guest and function rooms												
			*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 or Hot Chocolate/Drinking Water/Infused Water												
			*FREE Tarpaulin or LED Backdrop												
			<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												
				TOTAL AMOUNT		144,000.00	TOTAL AMOUNT								
				TOTAL AMOUNT		143,856.00	TOTAL AMOUNT								
				TOTAL AMOUNT		140,400.00	TOTAL AMOUNT								
				TOTAL AMOUNT			TOTAL AMOUNT								
				TOTAL AMOUNT			TOTAL AMOUNT								172,800.00

Deliberated upon by the DSWD - BIDS COMMITTEE (DSWD-BAC) on 03-21-2022 and DSWT Palawan network at the above amounts are respective to:

**JAMUEL P. BALABOCO** BAC Member  
**IMEE C. VIZKANUEVA** BAC Member  
**MARICEL F. DELA VEGA** BAC Member  
**GNEILZA O. RABILAN** BAC Vice-Chairperson  
**SHEILA S. TAPIA** BAC Chairperson  
**PATRICK G. JARMIN** Alternate BAC Member  
**KHEEN MICHAEL G. SE** Alternate BAC Member  
**MIRAMELINDA O. LEUTERIO** Alternate BAC Member  
**Approved by:**  
**FERNANDO R. DE VILLA JR., CESO III** Regional Director

Approved Budget for the Contract: Php 144,000.00

MINIMAL PILLARS BUT MANAGEABLE

TELEPHONE NOT AVAILABLE

NO ELEVATORS  
1 ROOM FOR PWD/SC

Here are