



PURCHASE ORDER
DSWD MIMAROPA Region
Entity Name

Supplier : SEQUOIA HOTEL QUEZON CITY	P.O. No. : 2022-04-0227
Address : 91-93 Mother Ignacia Street corner Timog Avenue, Quezon City	Date : April 7, 2022
TIN : 004-748-435-000	Mode of Procurement : NP-LOV

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

Place of Delivery : SEQUOIA HOTEL QUEZON CITY (91-93 Mother Ignacia Street corner Timog Avenue, Quezon City)	Delivery Term : FOB Destination
Date of Delivery : APRIL 25-28, 2022	Payment Term : 15-30 days upon final inspection

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pax	<p align="center">BOARD AND LODGING (4 Days and 3 Nights)</p> <p align="center">CONDUCT OF RE-ORIENTATION ON BASIC BOOKKEEPING, FINANCIAL MANAGEMENT SYSTEM AND MONITORING AND ASSESSMENT TOOLS FOR SLP STAFF</p> <p>VENUE: SEQUOIA HOTEL QUEZON CITY 91-93 Mother Ignacia Street corner Timog Avenue, Quezon City</p> <p>DATE OF ACTIVITY: April 25-28, 2022 Guaranteed Pax: 105 Pax</p> <p>Nights: 4 Nights Check-In Date and Time: April 25, 2022 / 2:00pm Check-Out Date and Time: April 28, 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 Minimum Health Standard)</p> <p>MEALS SCHEDULE: APRIL 25, 2022: Lunch, PM Snack and Dinner APRIL 26-27, 2022 (FULL Meal): Breakfast, AM Snack, Lunch, PM Snack, Dinner APRIL 28, 2022: Breakfast and AM Snack</p> <p>Type of Serving: *Managed Buffet for Breakfast (6:30 am), Lunch (12:00 nn) and Dinner (6:30 pm) *Plated Snacks (AM Snack-9:30-10:00 am and PM Snack-3:00 pm)</p> <p>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 *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>INCLUSION: *Structurally sound and safety for occupancy with enough Fire Escapes, Fire Fighting Equipments, CCTV, Elevators and Stairs</p>	110	2,000.00	660,000.00

Page 1 of 2 **SUB-TOTAL** **PHP 660,000.00**

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:

Signature over Printed Name of Supplier

Date

Very truly yours,

JOEL S. MIJARES
Officer-in-Charge
Special Order No. 1202
1-2022
APR 29 2022

FERNANDO R. DE VILLA JR., CESO III

Signature over Printed Name of Authorized Official
Regional Director
Designation

Fund Cluster : 1b1
Funds Available : PHP 660,000.00

DANILYN T. GALAN

Signature over Printed Name of AO IV OIC - Head, Accounting Section

ORS/BURS No. : 2022-04-1258
Date of the ORS/BURS: 4/19/22
Amount : PHP 660,000.00



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Address : 91-93 Mother Ignacia Street corner Timog Avenue, Quezon City	Date : April 7, 2022
TIN : 004-748-435-000	Mode of Procurement : NP-LOV

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

Place of Delivery : SEQUOIA HOTEL QUEZON CITY (91-93 Mother Ignacia Street corner Timog Avenue, Quezon City)	Delivery Term : FOB Destination
Date of Delivery : APRIL 19-22, 2022	Payment Term : 15-30 days upon final inspection

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
		<p>*Facilitites must be PWD and Senior Citizen Friendly</p> <p>*Air-Conditioned Guest Rooms with Cable TV</p> <p>*Bathrooms with Hot and Cold Showers with enough toiletries (Towel, Toothpaste, Soap and Shampoo)</p> <p>*Free-Use of Fully Air-Conditioned Session Hall/Conference Room, spacious for activities and can accommodate 120 participants or more for physical distancing in compliance with Covid-19</p> <p>*No Obstructing Pillars in the Conference Room detrimental to the event/meeting</p> <p>*With Registration Area and Free Use of Parking Area</p> <p>*Free use of Telephone Line, Projector with Screen, Sound System with 4 Microphones, Electric Outlets, Extension Cords, Whiteboard and Whiteboard Marker and Eraser, and other Amenities</p> <p>*Free WI-Fi access for both guest and function rooms</p> <p>*Atleast One (1) Hotel Staff/Attendant available at any given time during the session to assist the Secretariat in Logistical concerns</p> <p>*Free Flowing of Coffee or Hot Chocolate/Drinking Water/Infused Water</p> <p>*Table and Chairs: CLASSROOM Type</p> <p>*FREE Tarpaulin or LED Backdrop</p> <p>NOTE: 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</p> <p align="center">*****Nothing Follows*****</p> <p>Rating Factors: Passing Rate = 85%</p> <p>Rating Factors:</p> <p>****Hotel to submit the DOT Accreditation Certificate</p> <p>PR No.: 2022-04-0451 Approved Budget for the Contract: Php 660,000.00</p> <p>Purpose: BOARD AND LODGING FOR THE CONDUCT OF RE-ORIENTATION ON BASIC BOOKKEEPING, FINANCIAL MANAGEMENT SYSTEM AND MONITORING AND ASSESSMENT TOOLS FOR SLP STAFF</p> <p>Prepared by: Lorie Licop</p> <p>PAGE 2 OF 2</p>			

(Total Amount in Words)	Six Hundred Sixty Thousand Pesos Only	PHP 660,000.00
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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:

Signature over Printed Name of Supplier

Date

Very truly yours,

FERNANDO R. DE VILLA JR., CESO III

Signature over Printed Name of Authorized Official

JOEL S. MIJARES
Officer-in-Charge
Special Order No. **1302**
5-2022

Regional Director
Designation

APR 29 2022

Fund Cluster : 1
Funds Available: **Php 660,000.00**

DANILYN J. GALAN

Signature over Printed Name of AO IV/ OIC - Head, Accounting Section

ORS/BURS No. : _____

Date of the ORS/BURS: **04/12/22**

Amount : **Php 660,000.00**

NOTICE OF AWARD

April 19, 2022

KAREN B. BAUTISTA

Marketing Officer

SEQUOIA HOTEL QEZON CITY

91-93 Mother Ignacia Street corner Timog Avenue, Quezon City

Dear **Ms. Bautista:**

We are pleased to inform you that the RFQ No. 2022-04-0451 for "**Board and Lodging for the Conduct of Re-Orientation on Basic Bookkeeping, Financial Management System and Monitoring and Assessment Tools for SLP Staff**" is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid at a Contract Price equivalent to **Six Hundred Sixty Thousand Pesos Only (Php 660,000.00)**

You are therefore required to comply with the Terms and Conditions stated in the PO No. 2022-04-0227 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

JOEL S. MIJARES

Officer-in-Charge

Special Order No. 1252

APR 29 2022 6-2022

Conforme:

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

SEQUOIA HOTEL QEZON CITY

Date: _____

Purpose: BOARD AND LODGING FOR THE CONDUCT OF RE-ORIENTATION ON BASIC BOOKKEEPING, FINANCIAL MANAGEMENT SYSTEM AND MONITORING AND ASSESSMENT TOOLS FOR SLIP STAFF

AOQ No.: 2022-04-0451-NR-LOV

Item No.	Qty	Unit	Purchaser's Requirements	BIDDER'S NAME											
				RICHWORLD HOTEL & RESORT CORPORATION (MAKATI PALACE HOTEL)	SWISS-BELHOTEL BULLANE	SWISS-BELHOTEL BULLANE	SEQUOIA HOTEL QUEZON CITY								
				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
			*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 120 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 4 Microphones, Electric Outlets, Extension Cords, Whiteboard and Whiteboard Marker and Eraser, and other Amenities		COMPLY						COMPLY				
			*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												
			*Table and Chairs: CLASSROOM Type												
			*FREE Tarpaulin or LED Backdrop												
			NOTE:												
			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%												
			Rating Factors:												
			****Hotel to submit the DOT Accreditation Certificate												
			Page 2 of 2												
			Approved Budget for the Contract: Php 660,000.00	TOTAL AMOUNT		660,000.00	TOTAL AMOUNT		660,000.00	TOTAL AMOUNT		627,000.00	TOTAL AMOUNT		660,000.00

Deliberated upon by the DSWD - BIDS COMMITTEE (DSWD-BAC) on April 18, 2022 and recommends to be awarded to SEQUOIA HOTEL QUEZON CITY as the compliant bid

JAMUEL P. BALABOCO BAC Member
IMEE C. VILLANUEVA BAC Member
MARICEL F. DELA VEGA BAC Member
GNEILIZA C. PABLAN BAC Vice Chairperson
SHEILA S. TAPIA BAC Chairperson

PATRICK G. JARMIN Alternate BAC Member
KHEEN M. ROSA Alternate BAC Member
MIRAMELINDA O. LEUTERIO Alternate BAC Member

Approved by: **JOEL S. MIJARES** Officer-in-Charge
 Special Order No. 1252
 5.2022 APR 29 2022

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