



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

Supplier : <b>SUNSTAR GRAND HOTEL INC.</b>	P.O. No. : <b>2022-07-0752</b>
Address : <b>NO. 665-667 QUEZON BLVD., QUIAPO, MANILA</b>	Date : <b>July 20, 2022</b>
TIN : <b>008-678-302-000</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>SUNSTAR GRAND HOTEL INC. (NO. 665-667 QUEZON AVE., QUIAPO, MANILA)</b>	Delivery Term : <b>FOB Destination</b>
Date of Delivery : <b>SEPTEMBER 14-16, 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 DAYS/2NIGHTS)</b>  <b>CONDUCT OF RIACAT-VAWC-CP STRATEGIC PLANNING</b></p> <p>VENUE: <b>SUNSTAR GRAND HOTEL INC. (NO. 665-667 QUEZON AVE., QUIAPO, MANILA)</b>  DATE OF ACTIVITY: <b>SEPTEMBER 14-16, 2022</b>  <b>Guaranteed Pax: 25 Pax</b></p> <p>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><b>Check-In Date and Time: SEPTEMBER 14, 2022 /1:00 pm</b>  <b>Check-Out Date and Time: SEPTEMBER 16, 2022 / 12:00 nn</b></p> <p><b>MEALS SCHEDULE:</b>  <b>SEPTEMBER 14, 2022: PM Snack and Dinner</b>  <b>SEPTEMBER 15, 2022: Breakfast, AM Snack, Lunch, PM Snack and Dinner</b>  <b>SEPTEMBER 16, 2022: Breakfast, AM Snack and Lunch</b></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>INCLUSIONS:</b>  *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</p>	28	1,900.00	106,400.00
<b>COMPLY</b>					
<b>Sub-Total</b>					<b>PHP 106,400.00</b>

**COMMISSION ON AUDIT**  
**RECEIVED BY: [Signature]**  
**DATE: 11 AUG 2022**

Page 1 of 2

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>Conforme:</p> <p>_____  Signature over Printed Name of Supplier</p> <p>_____  Date</p>	<p>Very truly yours,</p> <p><i>[Signature]</i>  <b>LEONARDO C. REYNOSO, CESO III</b>  Signature over Printed Name of Authorized Official</p> <p align="right">Regional Director  Designation</p>
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<p>Fund Cluster : 1</p> <p>Funds Available : <b>106,400</b></p> <p align="center"><i>[Signature]</i>  <b>DANILYN L. GALAN</b>  Signature over Printed Name of AO W/ OIC - Head, Accounting Section</p>	<p>ORS/BURS No. : <b>02-102101-22-07-9372</b></p> <p>Date of the CRS/BURS : <b>July 21, 2022</b></p> <p>Amount : <b>Php 106,400.00</b></p>
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Date of Delivery : <b>SEPTEMBER 14-16, 2022</b>	Payment Term : <b>15-30 days upon final inspection</b>

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
		<p>*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</p> <p>*No Obstructing Pillars in the Conference Room</p> <p>*The Session Hall/Conference Room is free from noise/which is 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 2 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 and act as marshall to remind the hotel health protocols</p> <p>*Free use of facilities/amenities (if applicable)</p> <p>*FREE Hygienic Alcohol on the common areas and Conference Room for the whole duration of the event</p> <p><b>NOTE:</b></p> <p>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</p> <p align="center">*****Nothing Follows*****</p> <p><b>Rating Factors:</b> Passing Rate = 85%</p> <p>Page 2 of 2</p> <p>PR No.: 2022-07-0678 Approved Budget for the Contract: Php 112,000.00 <b>Purpose:</b> BOARD AND LODGING IN THE CONDUCT OF RIACAT-VAWC-CP STRATEGIC PLANNING Prepared by: Lorie Licop</p>		<b>COMPLY</b>	

(Total Amount in Words)	<b>One Hundred Six Thousand Four Hundred Pesos Only</b>	<b>PHP 106,400.00</b>
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Conforme:

\_\_\_\_\_  
Signature over Printed Name of Supplier

\_\_\_\_\_  
Date

Very truly yours,  
*Leona*  
**LEONARDO C. REYNOSO, CESO III**  
Signature over Printed Name of Authorized Official  
Regional Director  
Designation *LR*

Fund Cluster : <b>1</b> Funds Available : <i>106,400</i>	 <b>DANILYN GALAN</b> Signature over Printed Name of AO/W/ OIC - Head, Accounting Section	ORS/BURS No. : <i>02-102101-22-07-3372</i> Date of the ORS/BURS: <i>July 21, 2022</i> Amount : <i>Php 106,400.00</i>
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## NOTICE OF AWARD

July 20, 2022

**NIKKA P. GAÑAC**  
Authorized Representative  
SUNSTAR GRAND HOTEL INC.  
No. 665-667 Quezon Blvd., Quiapo, Manila

Dear **Ms. Gañac**:

We are pleased to inform you that the RFQ No. 2022-07-0678 for "**Board and Lodging for the conduct of RIACAT-VAWC-CP Strategic Planning on September 14-16, 2022**" is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid at a Contract Price equivalent to **One Hundred Six Thousand Four Hundred Pesos Only (Php 106,400.00)**

You are therefore required to comply with the Terms and Conditions stated in PO No. 2022-07-0752 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,

  
**LEONARDO C. REYNOSO, CESO III**  
Regional Director  
Head of the Procuring Entity 

**Conforme:**

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

**SUNSTAR GRAND HOTEL INC.**

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