



DSWD MIMAROPA Region IV-B
PURCHASE ORDER

Supplier : SEQUOIA HOTEL QUEZON CITY	P.O. No. : 2022-09-0120
Address : 91-93 Mother Ignacia ave cor. Timog ave, Quezon City	Date : 1-Sep-22
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 : 91-93 Mother Ignacia ave cor. Timog ave, Quezon City	Delivery Term : FOB Destination
Date of Delivery : September 5 to 7, 2022	Payment Term : Government Procedure

Stock/ Property No.	Unit pax	Activity	Quantity	Unit Cost	Amount
1		<p>Activity: Formulation of the Regional Technical Working Groups (TWG) for the Philippine Multi-Sectoral Nutrition Project (PMNP) in MIMAROPA Board and Lodging for 2 days Meals : AM Snack, Lunch, PM Snack and Dinner Plated : AM and PM Snacks (with cold beverage) Buffet : Lunch and Dinner (Minimum of 3 viands with soup, dessert/fruits and cold drinks, no repetition of meals) Preferred Venue: Hotels within Quezon City, Philippines Date of Activity: September 5 to 7, 2022 Guaranteed Pax: 87 pax Check In Date and Time: September 5, 2022 ; 1:00 PM Check Out Date and Time: September 7, 2022: 12:00 NN Room Sharing: Airconditioned Room Double/Triple Sharing with individual bed per pax and free toiletries Meal Schedule: September 5, 2022 : PM Snacks and Dinner September 6, 2022 : Breakfast, AM Snacks, Lunch , PM Snacks and Dinner September 7, 2022 : Breakfast, AM Snacks, Lunch Inclusion: 1. Free use of Airconditioned Conference Room (can accommodate more than 100 pax and free from noise which is detrimental to the event 2. No obstructing pillars in the conference room 3. Availability of electric outlets and free use of extension cords 4. With audio system and at least 2 microphones 5. Free use of projector and whiteboards 6. Free use of reliable and uninterrupted wifi 7. Free flowing coffee and drinking water 8. Food to be served should have vegetables and fruits and can adjust for Muslim and non pork eaters 9. Free use of parking space, Free Tarpaulin/Backdrop, Free use of facilities and amenities (if applicable) 10. Facilities must be PWD and Senior Citizen Friendly 11. Must be structurally sound, have fire escapes and firefighting equipments and CCTV</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>Rating Factors: I. Availability - 5% II. Location and Site Condition- a. Accessibility - 5% b. Parking Space -5% c. Security -5% III. Neighborhood Data a. Sanitation and Health Condition - 10% b. Near Hospital, Police and Fire Station/Establishments -5% IV. Functionality and Venue a. Structural Condition - 10% b. Spacious and Airconditioned Function Room and Bedrooms - 10% c. Lighting and Ventilation - 5% d. Catering Services (with Halal Menu) - 10% e. Clear Sound System- 5% f. Adequate and safe facilities such elevator, fire exits, escapes and equipments-10% g. Maintenance and Attractiveness-10% h. Amenities and Facilities- 5% Passing Rate = 85% PR NO: 2022-08-0165 Approved Budget for the Contract: Php 384,000.00 Board and Lodging for Formulation of the Regional Technical Working Groups (TWG) for the Philippine Multi-Sectoral Nutrition Project (PMNP) in MIMAROPA Prepared by: Jayson B. Lagarde</p>	96	2,000.00 2 No. of days	384,000.00

RECEIVED BY: *[Signature]*
DATE: 02 SEP 2022

(Total Amount in Words)	Three Hundred Eighty Four Thousand Pesos Only	PHP 384,000.00
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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

Very truly yours,
[Signature]
LEONARDO C. REYNOSO, CESO III
Signature over Printed Name of Authorized Official
Regional Director

Date

Fund Cluster : 102 Funds Available : ₱ 384,000.00 <i>[Signature]</i> DANILYN T. GALAN Signature over Printed Name of AC IV/OIC - Head, Accounting Section	ORS/BURS No. : 22-09-0418 Date of the ORS/BURS: 01 SEPT. 2022 Amount : ₱ 384,000.00
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NOTICE OF AWARD

September 1, 2022

RHEA LYN GUADAMOR

Authorized representative

Sequoia Hotel

Mother Ignacia Ave cor. Timog Ave, Quezon City

Dear **Ms. Guadamor**:

We are pleased to inform you that the RFQ No. 2022-08-0165 for "**Board and Lodging for Formulation of the Regional Technical Working Groups (TWG) for the Philippine Multi-Sectoral Nutrition Project (PMNP) in MIMAROPA.**" is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid at a Contract Price equivalent to **Three Hundred Eighty Four Thousand Pesos Only (Php 384, 000.00).**

You are therefore required to comply with the Terms and Conditions stated in the PO No.2022-09-0120 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)

SEQUOIA HOTEL

Date : _____