



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

Supplier : <b>SUNSTAR GRAND HOTEL INC.</b> Address : <b>NO. 665-667 QUEZON BLVD., QUIAPO, MANILA</b> TIN : <b>008-678-302-000</b>	P.O. No. : <b>2022-10-1004</b> Date : <b>October 18, 2022</b> Mode of Procurement : <b>NP-LOV</b>
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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 BLVD., QUIAPO, MANILA)</b> Date of Delivery : <b>NOVEMBER 14-17, 2022</b>	Delivery Term : <b>FOB Destination</b> Payment Term : <b>15-30 days upon final inspection</b>
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Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pax	<p align="center"><b>BOARD AND LODGING (4 Days/3 Nights)</b></p> <p align="center"><b>CONDUCT OF CAPACITY BUILDING ON THE IMPLEMENTATION OF COMMUNITY-BASED PROGRAMS</b></p> <p><b>Guaranteed Pax: 78 Pax</b></p> <p><b>VENUE: SUNSTAR GRAND HOTEL INC. (NO. 665-667 QUEZON BLVD., QUIAPO, MANILA)</b></p> <p><b>DATE OF ACTIVITY: NOVEMBER 14-17, 2022</b></p> <p><b>Room Sharing: Air-conditioned Room, DOUBLE/TRIPLE Sharing with Individual Bed per Pax and FREE TOILETRIES (With the IATF and DOT Guidelines for the Minumum Health Standard)</b></p> <p><b>MEALS SCHEDULE:</b>  <b>NOVEMBER 14, 2022: Lunch, PM Snack and Dinner</b>  <b>NOVEMBER 15-16, 2022: Breakfast, AM Snack, Lunch, PM Snack and Dinner</b>  <b>NOVEMBER 17, 2022: Breakfast and AM Snack</b></p> <p><b>Type of Serving:</b>            *Managed Buffet for Breakfast (6:00 am), Lunch (11:30:00 am) 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 safe for accupancy 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            *Bathroom with Hot and Cold Shower with Complete Povision of Toiletries (Towel, Slipper, Shampoo, Soap, and Toothbrush)            *No Obstructing Pillars in the Conference Room            *Free-Use of Fully Air-Conditioned Session Hall/Conference Room, Spacious for activities and can accommodate 85 participants or more            *With Registration Area and Free Use of Parking Area            *Free WI-Fi access for both Guest and Function Rooms            *FREE Flowing of Hot Coffee or Chocolate and Drinking Water/Diffused Water            *The Session Hall/Conference Room is free from noise/which is detrimental to the event/meeting            *FREE Welcome Tarpaulin for Backdrop of the Function Room</p> <p>*Table and Chairs are enough for participants and arrangement follows safety protocols in effect</p> <p>*FREE Transport Vehicle for Pick-Up and Dropping of Facilitators form and to the Airport and Venue, and Vice-Versa</p> <p>*Free hygienic alcohol in the common areas and conference rooms for the whole duration of the event</p> <p>*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</p> <p>*Atleast One (1) Hotel Staff/Attendant available at any given time during the session to assist the Secretariat in Logistical concern</p> <p><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</p> <p align="center">*****NOTHING FOLLOWS*****</p> <p><b>RATING FACTORS:</b>            Passing Rate: 85%</p> <p>PR No.: 2022-09-1003  <b>TOTAL APPROVED BUDGET FOR THE CONTRACT: PHP 132,000.00</b>  <b>Purpose: BOARD AND LODGING IN THE CONDUCT OF CAPACITY BUILDING ON THE IMPLEMENTATION OF COMMUNITY-BASED PROGRAMS</b>  <b>Prepared by: Lorie Licop</b></p>	83	1,900.00	473,100.00

**COMMISSION ON AUDIT**  
**RECEIVED BY**   
**DATE** 28 OCT 2022

COMPLY

(Total Amount in Words)	Four Hundred Seventy-Three Thousand One Hundred Pesos Only	PHP 473,100.00
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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,   
**LEONARDO C. REYNOSO, CESO III**  
 Signature over Printed Name of Authorized Official  
 Regional Director

Date

Fund Cluster : 101 Funds Available : <u>473,100.00</u>  <b>DANILYN T. GALAN</b> Signature over Printed Name of AO Head, Accounting Section	ORS/BURS No. : <u>DR-10/101-22-10-5397</u> Date of the ORS/BURS: <u>Oct 21, 2022</u> Amount : <u>473,100.00</u>
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## NOTICE OF AWARD

October 18, 2022

**NIKKA P. GANAC**

Authorized Representative  
SUNSTAR GRAND HOTEL INC. 1  
No. 665-667 Quezon Blvd., Quiapo, Manila

Dear **Ms. Ganac**:

We are pleased to inform you that the RFQ No. 2022-09-1003 for "**Board and Lodging in the conduct of Capacity Building on the Implementation of Community-Based Programs on November 14-17, 2022**" is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid at a Contract Price equivalent to **Four Hundred Seventy-Three Thousand One Hundred Pesos Only (Php 473,100.00)**.

You are therefore required to comply with the Terms and Conditions stated in PO No. 2022-10-1004 from this Notice of Award receipt.

Please sign your conformity below and transmit 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: \_\_\_\_\_