



PURCHASE ORDER
DSWD MIMAROPA Region
Entity Name

Supplier : SEQUOIA HOTEL QUEZON CITY	P.O. No. : 2022-08-0828
Address : NO. 91-93 MOTHER IGNACIA AVE., COR. TIMOG AVE., QC	Date : August 10, 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 (NO. 91-93 MOTHER IGNACIA AVE., COR. TIMOG AVE., QC)	Delivery Term : FOB Destination
Date of Delivery : SEPTEMBER 13-16, 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/3 Nights)</p> <p align="center">CONDUCT OF POLICY AND PLANS DIVISION PERFORMANCE REVIEW AND EVALUATION AND CASCADING OF DSWD REFRESHED STRATEGY 2028 CUM STAFF DEVELOPMENT (PPD PREW 2022)</p> <p>Guaranteed Pax: 30 Pax Date of Activity: SEPTEMBER 13-16, 2022 Room Sharing: Air-conditioned Room, DOUBLE or TRIPLE Sharing with Individual Bed per Pax and Free Toiletries (With the IATF and DOT Guidelines for the Minimum Health Standard)</p> <p>Check-In Date and Time: SEPTEMBER 13, 2022 /12:00 nn Check-Out Date and Time: SEPTEMBER 16, 2022 / 12:00 nn</p> <p>MEALS SCHEDULE: SEPTEMBER 13, 2022: PM Snack and Dinner SEPTEMBER 14-15, 2022: Breakfast, AM Snack, Lunch, PM Snack and Dinner SEPTEMBER 16, 2022: Breakfast, AM Snack and Lunch</p> <p>Type of Serving: *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-2:30 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>TIME OF USE OF CONFERENCE ROOM/SESSION HALL: 7:00 am - 6:00 pm</p> <p>INCLUSIONS: *Structurally sound and safety for occupancy with enough Fire Escapes, Fire Fighting Equipments, CCTV, Elevators and Stairs *Air-Conditioned Guest Rooms with Cable TV *Free-Use of Fully Air-Conditioned Session Hall/Conference Room, spacious for activities and can accommodate 40 participants or more for physical distancing in compliance with *No Obstructing Pillars in the Conference Room *The Session Hall/Conference Room is free from noise/which is detrimental to the event/meeting *Free use of Telephone Line, Projector with Screen, Sound System with 2-3 Microphones, Electric Outlets, Extension Cords, Whiteboard and Whiteboard Marker and Eraser, and other Amenities *Free WI-Fi access for both guest and function rooms *FREE Use of Parking Space *Venue must have a large Monitor TV Screen for the Conference Call and other necessary materials/technology for Conference Call the Secretariat in Logistical concerns and act as marshall to remind the hotel health protocols</p> <p>*Provision of Advance Party for the Secretariat Team *Preferably with available hotel mini-bus/vehicle *FREE Flowing of Coffee and Drinking Water *Service Provided will be informed by the end-user one (1) to two (2) weeks before the exact date prior to the conduct of activity</p> <p align="center">*****NOTHING FOLLOWS*****</p> <p>Rating Factors: Passing Rate: 85%</p> <p>PR No.: 2022-07-0689 Approved Budget for the Contract: Php210,000.00 Purpose: BOARD AND LODGING IN THE CONDUCT OF POLICY AND PLANS DIVISION PERFORMANCE REVIEW AND EVALUATION AND CASCADING OF DSWD REFRESHED STRATEGY 2028 CUM STAFF DEVELOPMENT (PPD PREW 2022) Prepared by: Lorie Licop</p>	35	2,000.00	210,000.00
			<p>TRIPLE/QUADRUPLE SHARING ROOM WITH FULL BOARD MEALS</p> <p align="center">COMPLY</p> <p align="center">COMPLIMENTARY ROOM ONLY, NO MEALS (WITH APPLICABLE FEES IF NEEDED)</p> <p align="center">COMPLY</p>		
<p align="center">COMMISSION ON AUDIT RECEIVED BY: [Signature] DATE: 22 AUG 2022</p>					
(Total Amount in Words) Two Hundred Ten Thousand Pesos Only					PHP 210,000.00

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

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

Date

Fund Cluster : 1 Funds Available : 210,000	<p align="center"><i>[Signature]</i> DANILYN T. GALAN Signature over Printed Name of AO M/C - Head, Accounting Section</p>
	<p>ORS/BURS No. : 22.08.3851 Date of the ORS/BURS : 8/11/22 Amount : 210,000</p>

NOTICE OF AWARD

August 10, 2022

RHEA LYN GUADAMOR

Marketing Officer

SEQUOIA HOTEL QUEZON CITY

No. 91-93 Mother Ignacia Street corner Timog Avenue, Quezon City

Dear **Ms. Guadamor**:

We are pleased to inform you that the RFQ No. 2022-07-0689 for "**Board and Lodging for the conduct of Policy and Plans Division Performance Review and Evaluation and Cascading of DSWD Refreshed Strategy 2028 cum Staff Development (PPD PREW 2022)**" is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid at a Contract Price equivalent to **Two Hundred Ten Thousand Pesos Only (Php 210,000.00)**

You are therefore required to comply with the Terms and Conditions stated in PO No. 2022-08-0828 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 QUEZON CITY

Date: _____