



PURCHASE ORDER
DSWD MIMAROPA Region
Entity Name

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| Supplier : THE ORCHARD HOTEL BAGUIO | P.O. No. : 2022-06-0465 |
| Address : #49 Legarda Road Baguio City | Date : June 13, 2022 |
| TIN : 485-200-298-000 | Mode of Procurement : LOV |

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


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| Place of Delivery : #49 Legarda Road Baguio City | Delivery Term : FOB Destination |
| Date of Delivery : June 21-24,2022 | Payment Term : 15-30 days upon final inspection |

| Stock/ Property No. | Unit | Description | Quantity | Unit Cost | Amount |
|------------------------|------|---|----------|-----------|-------------------|
| | | 5. Air-conditioned venue with air humidifiers 6. No obstructing pillars in the conference room 7. The session hall/conference room is free from noise w/c is detrimental to the event/ meeting 8. With registration area 9. Free use of telephone line, projector w/ screen, speaker podium, sound system w/ 3 microphones, electric outlets, extension cords, whiteboard and whiteboard marker & eraser and other amenities 10. Free Wi-Fi access for both guest and function rooms 11. Free use of parking space 12. Venue must be in new-normal setup with provision of acrylic barriers, alcohol and sanitizers and extra face masks for the participants; 2 meter distancing among. the participants 13. Venue must have a large monitor TV screen for the conference call and other necessary. materials/technology. for conference call 14. At least one (1) hotel staff/attendant available at any given time during the session to assist the secretariat in logistical concerns 15. At least one (1) hotel staff/attendant to act as marshal to remind the hotel health protocols 16. Free complimentary room for the Regional Director and the Secretariat 17. Provision of complimentary room for the advance party/secretariat team 18. Preferably. with available hotel mini-bus/vehicle 19. Hotel must be DOT Accredited Note: End -user shall inform the Service Provider one to two weeks the exact date prior to the conduct of the activity ***nothing follows*** ***nothing follows*** Approved Budget Cost: Php 330,000.00 RFQ No.2022-05-0529 NP LOV Purpose:Regional Management Development Conference (RMDC) cum TARA Mid-Year Assessment cum ORD Planning Session for Turn-Over to New Administration Prepared by: Cathy Victorio | | | |
| | | TOTAL | | | 330,000.00 |

(Total Amount in Words) Three Hundred Thirty Thousand Pesos Only

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.

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| Conforme: for: <u>Jemina Eksquera</u> Signature over Printed Name of Supplier <u>06-20-22</u> Date | Very truly yours,  FERNANDO R. DE VILLA, JR., CESO III Signature over Printed Name of Authorized Official Regional Director |
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| Fund Cluster : 1 Funds Available : 370,000  DANILYN T. GALAN Signature over Printed Name of Chief Accountant/Head of Accounting AO IV, OIC-Accounting Section Head | ORS/BURS No. : <u>62101101-2276-2555</u> Date of the ORS/BURS: <u>June 14, 2022</u> Amount : <u>370,000</u> |
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NOTICE OF AWARD

June 13, 2022

HANSEL DAVID CO
Authorized Representative
THE ORCHARD HOTEL BAGUIO
#49 Legarda Road Baguio City

Dear Mr. Co:

We are pleased to inform you that the RFQ No. 2022-05-0529 for the board and lodging for Regional Management Development Conference (RMDC) cum TARA Mid-Year Assessment cum ORD Planning Session for Turn-Over to New Administration is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid at a Contract Price equivalent to Three Hundred Thirty Thousand Pesos Only (Php 330,000.00).

You are therefore required to comply with the Terms and Conditions stated in the PO No. 2022-06-0465 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 

Conforme:

for: Jeming Bisquera
(Signature over Printed Name of Bidder's Authorized Representative)

THE ORCHARD HOTEL BAGUIO

Date: 06. 20. 22