



PURCHASE ORDER
DSWD MIMAROPA Region
Entity Name

Supplier : AROMA FAMILY HOTEL AND RESORT COMPLEX	P.O. No. : 2022-09-0900
Address : <u>Airport Rd., Brgy. San Roque, San Jose, Occidental Mindoro</u>	Date : September 09, 2022
TIN : 271-703-250-000	Mode of Procurement : LOV

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

Place of Delivery : Occidental Mindoro	Delivery Term : FOB Destination
Date of Delivery : September 14-16, 2022	Payment Term : 15-30 days upon final inspection

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pax	Board and Lodging for 2 days 2022 Local Social Welfare and Development Office (LSWDO) Conference Venue: Occidental Mindoro Date: September 14-16, 2022 Check in: September 14, 2022 / 2:00 PM Check out: September 16, 2022 / 12:00 NN Room sharing: 2-3 occupancy per room and has bed per pax with free toiletries and should follow IATF guidelines and protocols Meal schedule Sept. 14: PM snack, Dinner Sept. 15- Breakfast, AM snack, Lunch, PM snack, and Dinner Sept. 16- Breakfast, AM snack, Lunch Type & Time of serving: <u>Managed Buffet Meals & Plated Snacks</u> Breakfast - 6:00 AM AM snack - 9:00 AM Lunch - 12:00 NN PM snack - 3:00 PM Dinner - 6:00 PM Menu selection: 1. Hotel to submit the Menu (minimum of atleast 2 viands, soup, dessert and beverages) 2. Hotel will submit proposed menu one week before the before the schedule 3. No repeating menu/meals 4. Food to be served should have vegetables and fruits and can adjust for Muslim and non pork eaters Inclusions: Schedule of use of function room- September 14, 2022 - 12:00 pm to 6:00 pm September 15, 2022 - 7:00 am to 6:00 pm September 16, 2022 - 7:00 am to 12:00 pm Structurally sound and safety for occupancy with enough fire escapes, fire fighting equipments, CCTV, elevators end stairs Facilities must be PWD and Senior Citizen friendly Air conditioned venue with air humidifiers No obstructing pillars in the conference room The session hall/conference room is free from noise w/c is detrimental to the event/ meeting Free use of fine, projector w/ screen, speaker podium, sound system w/ 2 microphones, electric outlets, extension cords, whiteboard and whiteboard marker & eraser and other amenities Free Wi-Fi access for both guest and function rooms Venue must have a large monitor TV screen / Projector for the conference call and other necessary materials / technology for conference call At least one (1) hotel staff/attendant available at any given time during the session to assist the secretariat in logistical concerns At least one (1) hotel staff/attendant to act as marshal to remind the hotel health protocols Free complimentary room for the Regional Director and the Secretariat Preferably with available hotel mini bus/vehicle Hotel must be DOT Accredited If the total number of participants exceeds the guaranteed participants, the agency will be billed for the actual number Note: End -user shall inform the Service Provider one to two weeks before the activity. <p align="center">***nothing follows***</p> Approved Budget Cost: Php 160,000.00 RFQ No.2022-08-0833 NP LOV Purpose:2022 Local Social Welfare and Development Office (LSWDO) Conference Prepared by: Cathy Victorio	40 32 guaranteed pax	1,900.00 Packaged	152,000.00
		TOTAL			152,000.00

(Total Amount in Words) **One Hundred Fifty-Two 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.

Conforme:

Signature over Printed Name of Supplier

Date

Very truly yours,

LEONARDO C. REYNOSO, CESO III
Signature over Printed Name of Authorized Official

Regional Director

Fund Cluster : **1**
Funds Available : **152,000.00**

DANILYN T. GALAN
Signature over Printed Name of Chief Accountant/Head of Accounting
AO IV, OIC-Accounting Section Head

ORS/BURS No. : 02-0114-22-09-4461
Date of the ORS/BURS: Sept 12, 2022
Amount : 152,000.00

NOTICE OF AWARD

September 9, 2022

ARLYN G. DE MESA
Authorized Representative
AROMA FAMILY HOTEL AND RESORT COMPLEX
Airport Rd. , Brgy. San Roque, San Jose, Occidental Mindoro

Dear Ms. De Mesa:

We are pleased to inform you that the RFQ No. 2022-08-0833 for the Board and Lodging of 2022 Local Social Welfare and Development Office (LSWDO) Conference is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid at a Contract Price equivalent to One Hundred Fifty Two Thousand Pesos Only (Php 152,000.00).

You are therefore required to comply with the Terms and Conditions stated in the PO No. 2022-09-0900 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)

AROMA FAMILY HOTEL AND RESORT COMPLEX

Date: _____

BAC RESOLUTION NO. 2022-0469**Series of 2022****BAC RESOLUTION RECOMMENDING NEGOTIATED PROCUREMENT-LEASE OF VENUE AS MODE OF PROCUREMENT FOR THE 2022 LOCAL SOCIAL WELFARE AND DEVELOPMENT OFFICE (LSWDO) CONFERENCE (OCCIDENTAL MINDORO) AND RECOMMENDING AWARD**

WHEREAS, on August 15, 2022, the Bids and Awards Committee thru its Secretariat received an approved Purchase Request for the Lease of Venue of the 2022 Local Social Welfare and Development Office (LSWDO) Conference in Occidental Mindoro;

WHEREAS, the approved Budget for the Contract for the Board and Lodging is One Hundred Sixty Thousand Pesos Only (Php 160,000.00);

WHEREAS, the above mentioned request has been Supplemented in the Annual Procurement Plan for FY 2022 as per attached Supplemental Project Procurement Management Plan;

WHEREAS, following the procurement modality, Negotiated Procurement- Lease of Venue (NP-LOV) as supplemented in the CY 2022 Annual Procurement Plan of the Region and pursuant to Annex H of the 2016 Implementing Rules and Regulations (IRR) of the Republic Act (RA) 9184 or the Government Procurement Reform Act, in NP-LOV, *"The BAC shall prepare and send the RFQs to at least three (3) suppliers, contractors or consultants of known qualifications. This, notwithstanding, those who responded through any of the required postings shall allowed to participate. Receipt of at least one (1) quotation is sufficient to proceed with the evaluation thereof;*

WHEREAS, the Procurement Section posted Request for Quotation (RFQ) in the Philippine Government Electronic Procurement System (PhilGEPS) website for five (5) days, starting on August 18, 2022 to August 23, 2022;

WHEREAS, the Procurement Section conducted canvass by sending Request for Quotation to prospective service providers. The RFQ and the proof of invitation are hereto attached as Annex A and made an integral part hereof;

WHEREAS, within the set deadline, three (3) quotations were received by the BAC Secretariat. The quotation received is hereto attached, marked as Annex B and made an integral part hereof;

WHEREAS, Three service provider submitted their quotations with the following results;

Service Provider	Total Quote	Remarks
AROMA FAMILY HOTEL & RESORT CORP.	Php 152,000.00	Sole Calculated Bid and compliant to end-user requirements and with the average rate of 91.50%.
PM HOTEL		Fully Booked
SIKATUNA BEACH HOTEL		Not Available

WHEREAS, a Table of Rating Factor was used as basis for criteria in selecting the right lease of venue;

WHEREAS, the lowest bidder Aroma Family Hotel & Resort Corp. was evaluated based on the Rating Factor and passed with the average rate of 91.50%;

WHEREAS, the Bids and Awards Committee have carefully checked and assessed the compliance of Aroma Family Hotel & Resort Corp. based on the end user's requirements;

WHEREAS, Aroma Family Hotel & Resort Corp. is responsive and compliant based on end user's requirements;

NOW, THEREFORE, in light of the foregoing considerations, **WE**, the Bids and Awards Committee, hereby **RESOLVE** as it hereby **RESOLVED**;

1. To recommend the Alternative Mode of Procurement Thru Negotiated Procurement- Lease of Venue to the Head of the Procuring Entity (HOPE);
2. To recommend the approval of award to Aroma Family Hotel & Resort Corp., as the Sole Calculated and Responsive Bidder for the Lease of Venue of the 2022 Local Social Welfare and Development Office (LSWDO) Conference in Occidental Mindoro in the amount of One Hundred Fifty-Two Thousand Pesos Only (Php 152,000.00);

RESOLVED, this 8th day of September 2022 at Manila, Philippines


JAMUEL P. BALBABOCO
 BAC Member


IMEE C. VILLANUEVA
 BAC Member


MARICEL DELA VEGA-URDAS
 BAC Member

PATRICK G. JARMIN
 Alternate BAC Member

KHEEN MICHAEL SE
 Alternate BAC Member

MIRAMELINDA O. LEUTERIO
 Alternate BAC Member

EDITHA B. OCAMPO
 BAC Vice Chairperson


GENELIZA Q. GABILAN
 BAC Chairperson

() Approved () Disapproved


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

Purpose: 2022 Local Social Welfare and Development Office (LSWDO) Conference

Item No.	Qty	Unit	Purchaser's Requirements	AROMA FAMILY HOTEL & RESORT CORP.		PM HOTEL		SIKATUNA BEACH HOTEL	
				Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost
1	40	pax	Board and Lodging for 2 days 2022 Local Social Welfare and Development Office (LSWDO) Conference	1,900.00	152,000.00				
			Venue: Occidental Mindoro						
			Date: September 14-16, 2022						
			Check in: September 14, 2022 / 2:00 PM						
			Check out: September 16, 2022 / 12:00 NN						
			Room sharing: 2-3 occupancy per room and has bed per pax with free toiletries and should follow IATF guidelines and protocols						
			Meal schedule						
			Sept. 14: PM snack, Dinner						
			Sept. 15: Breakfast, AM snack, Lunch, PM snack, and Dinner						
			Sept. 16: Breakfast, AM snack, Lunch						
			Type & Time of serving: Managed Buffet Meals & Plated Snacks						
			Breakfast - 6:00 AM						
			Lunch - 12:00 NN						
			PM snack - 3:00 PM						
			Dinner - 6:00 PM						
			Menu selection:						
			1. Hotel to submit the Menu (minimum of atleast 2 viands, soup, dessert and beverages)						
			2. Hotel will submit proposed menu one week before the before the schedule						
			3. No repeating menu/meals						
			4. Food to be served should have vegetables and fruits and can adjust for Muslim and non pork eaters						
			Inclusions:						
			Schedule of use of function room-						
			September 14, 2022 - 12:00 pm to 6:00 pm						
			September 15, 2022 - 7:00 am to 6:00 pm						
			September 16, 2022 - 7:00 am to 12:00 pm						
			page 1 of 2						
			TOTAL	152,000.00					
			TOTAL						
			TOTAL						

Deliberated upon by the DSWD - BIDS COMMITTEE (DSWD-BAC) on September 8, 2022 and
 recommends to be awarded to AROMA FAMILY HOTEL & RESORT CORP.

JAMUEL P. BALBABOCO
Member

IMEE C. VILLANUEVA
Member

MARICEL F. DELA VEGA-URDAS
Member

EDITHA B. OCAMPO
Vice Chairperson

GENELIZA Q. GABILAN
Chairperson

KHEEN MICHAEL G. SE
Alternate Member

MIRAMELINDA O. LEUTERIO
Alternate Member

Approved by:

LEONARDO C. REYNOSO, CESO III
Regional Director

Purpose: 2022 Local Social Welfare and Development Office (LSWDO) Conference

Item No.	Qty	Unit	Purchaser's Requirements	AROMA FAMILY HOTEL & RESORT CORP.		PM HOTEL		SIKATUNA BEACH HOTEL	
				Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost
			Structurally sound and safety for occupancy with enough fire escapes, fire fighting equipments, CCTV, elevators end stairs						
			Facilities must be PWD and Senior Citizen friendly						
			Air conditioned venue with air humidifiers						
			No obstructing pillars in the conference room						
			The session hall/conference room is free from noise w/c is detrimental to the evenly meeting						
			Free use of fine, projector w/ screen, speaker podium, sound system w/ 2 microphones, electric outlets, extension cords, whiteboard and whiteboard marker & eraser and other amenities						
			Free Wi-Fi access for both guest and function rooms						
			Venue must have a large monitor TV screen / Projector for the conference call and other necessary materials / technology for conference call						
			At least one (1) hotel staff/attendant available at any given time during the session to assist the secretariat in logistical concerns						
			At least one (1) hotel staff/attendant to act as marshal to remind the hotel health protocols						
			Free complimentary room for the Regional Director and the Secretariat						
			Preferably with available hotel mini bus/vehicle						
			Hotel must be DOT Accredited						
			If the total number of participants exceeds the guaranteed participants, the agency will be billed for the actual number						
			Note: End-user shall inform the Service Provider one to two weeks before the activity.						
			page 2 of 2						
			nothing follows						
			Approved Budget Cost: Php 160,000.00						
			TOTAL		152,000.00		TOTAL		TOTAL

Deliberated upon by the DSWD - BIDS COMMITTEE (DSWD-BAC) on September 5, 2022 and
 recommends to be awarded to AROMA FAMILY HOTEL & RESORT CORP.

JAMUEL P. BALBABOCO
Member

IMEE Q. VILLANUEVA
Member

MARICEL E. DELA NEGA-URDAS
Member

EDITHA B. OCAMPO
Vice Chairperson

GENELIZA D. GABILAN
Chairperson

PATRICK G. JARMIN
Alternate Member

KHEEN MICHAEL G. SE
Alternate Member

MIRAMELINDA O. LEUTERIO
Alternate Member

Approved by:

LEONARDO C. REYNOSO, CESO III
Regional Director