



PURCHASE ORDER
DSWD MIMAROPA Region
Entity Name

| | |
|--|-------------------------------------|
| Supplier : <u>CITYSTATE ASTURIAS HOTEL</u> | P.O. No. : <u>2022-09-0921</u> |
| Address : <u>Tiniguiban, Puerto Princesa City, Palawan</u> | Date : <u>September 22, 2022</u> |
| TIN : <u>007-525-904-001</u> | Mode of Procurement : <u>NP-LOV</u> |

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

| | |
|--|--|
| Place of Delivery : <u>Puerto Princesa City, Palawan</u> | Delivery Term : <u>FOB Destination</u> |
| Date of Delivery : <u>September 27-30, 2022</u> | Payment Term : <u>15-30 days upon final inspection</u> |

| Stock/ Property No. | Unit | Description | Quantity | Unit Cost | Amount |
|------------------------|------|--|-------------------------------|-----------|-------------------|
| 1 | pax | Board and Lodging for 3 days 2022 Local Social Welfare and Development Office (LSWDO) Conference - Palawan Venue: Puerto Princesa City, Palawan Date: September 27-30, 2022 Check in: September 27, 2022 / 2:00 PM Check out: September 30, 2022 / 12:00 NN Room sharing: 2-4 occupancy per room and has bed per pax with free toiletries and should follow IATF guidelines and protocols Meal schedule Sept. 27: PM snack, Dinner Sept. 28-29- Breakfast, AM snack, Lunch, PM snack, and Dinner Sept. 30- 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 Inclusions: Schedule of use of function room- September 27, 2022 - 2:00 pm to 6:00 pm September 28-29, 2022 - 7:00 am to 6:00 pm September 30, 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 with registration area 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 Provision of advance party room for the secretariat team 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> TOTAL APPROVED BUDGET FOR THE CONTRACT: (Php 360,000.00) RFQ No. 2022-09-0944 NP-LOV PURPOSE: 2022 Local Social Welfare and Development Office (LSWDO) Conference - Palawan Prepared by: Cathy Victorio | 60 49 guaranteed pax | 1,900.00 | 342,000.00 |
| | | TOTAL | | | 342,000.00 |

(Total Amount in Words) Three Hundred Forty-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 : 342,000 ✓

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

ORS/BURS No. : 2022-09-4692
Date of the ORS/BURS: 9/22
Amount : 342,000 ✓

NOTICE OF AWARD

September 22, 2022

MARIA ROSA RELOVA
Authorized Representative
CITYSTATE ASTURIAS HOTEL
Tinicuiban, Puerto Princesa City, Palawan

Dear Ms. Relova:

We are pleased to inform you that the RFQ No. 2022-09-0944 for the Board and Lodging of 2022 Local Social Welfare and Development Office (LSWDO) Conference - Palawan is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid at a Contract Price equivalent to Three Hundred Forty-Two Thousand Pesos Only (Php 342,000.00).

You are therefore required to comply with the Terms and Conditions stated in the PO No.2022-09-0921 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 x

Conforme:

(Signature over Printed Name of Bidder's Authorized Representative)

CITYSTATE ASTURIAS HOTEL

Date: _____

BAC RESOLUTION NO. 2022-0518

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 – PALAWAN AND RECOMMENDING AWARD

WHEREAS, on September 16, 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 Puerto Princesa City, Palawan;

WHEREAS, the approved Budget for the Contract for the Lease of Venue is Three Hundred Sixty Thousand Pesos Only (Php 360,000.00);

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 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, five (5) quotations were received by the BAC Secretariat. The quotations received are hereto attached, marked as Annex B and made an integral part hereof;

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

WHEREAS, a Table of Rating Factor with a passing rate of 85% was used as basis for criteria in selecting the right lease of venue;

| Service Provider | Total Quote | Remarks |
|--------------------------|--------------------|---|
| CITYSTATE ASTURIAS HOTEL | Php 342,000.00 | Lowest Calculated Bid and compliant to end-user requirements with the rate of 94.95%. |
| PONCE DE LEON | Php 360,000.00 | Within Approved Budget Cost and compliant to end-user requirements |
| PALAWAN UNO HOTEL | Php 360,000.00 | Within Approved Budget Cost and compliant to end-user requirements |
| MICROTEL BY WINDHAM | Php 510,290.00 | ABOVE ABC |
| SUNLIGHT GUEST HOTEL INC | Php 420,290.00 | ABOVE ABC |

WHEREAS, the sole bidder Citystate Asturias Hotel was evaluated based on the Rating Factor and passed with the rate of 94.95%;

WHEREAS, the Bids and Awards Committee have carefully checked and assessed the compliance of Citystate Asturias Hotel based on the end user's requirements;

WHEREAS, Citystate Asturias Hotel 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 Citystate Asturias Hotel, as the Lowest Calculated and Responsive Bidder for the Lease of Venue of the 2022 Local Social Welfare and Development Office (LSWDO) Conference in Puerto Princesa City, Palawan in the amount of Three Hundred Forty-Two Thousand Pesos Only (Php 342,000.00);

RESOLVED, this 21st 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 X

() Approved () Disapproved


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

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

| Item No. | Qty | Unit | Purchaser's Requirements | CITYSTATE ASTURIAS HOTEL | | MICROTEL BY WINDHAM | | SUNLIGHT GUEST HOTEL INC | | PONCE DE LEON GARDEN RESORT | | PALAWAN UNO HOTEL | |
|----------|-----|------|--|--------------------------|------------|---------------------|------------|--------------------------|------------|-----------------------------|------------|-------------------|------------|
| | | | | Unit Cost | Total Cost | Unit Cost | Total Cost | 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 and 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 | | | | | | | | | | |
| | | | with registration area | | | | | | | | | | |
| | | | 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 | | | | | | | | | | |
| | | | Provision of advance party room for the secretariat team | | | | | | | | | | |
| | | | 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*** | | | | | | | | | | |
| | | | TOTAL APPROVED BUDGET FOR THE CONTRACT: | | | | | | | | | | |
| | | | Three Hundred Sixty Thousand Pesos Only | | | | | | | | | | |
| | | | (Php 360,000.00) | TOTAL | 342,000.00 | TOTAL | 510,290.00 | TOTAL | 420,000.00 | TOTAL | 360,000.00 | TOTAL | 360,000.00 |

Deliberated upon by the DSWD - BIDS COMMITTEE (DSWD-BAC) on 22 SEP 2022 and recommends to be awarded to CITY STATE ASTURIAS HOTEL as the lowest calculated and responsive bid.

[Signature]
JAMUEL P. BALBAROCO
 Member

[Signature]
IMEE C. VILLANUEVA
 Member

[Signature]
MARICEL F. DELA VEGA-URDAS
 Member

[Signature]
EDITHA B. OCAMPO
 Vice Chairperson

[Signature]
GENELIZA D. GABILAN
 Chairperson

[Signature]
PATRICK G. JARMIN
 Alternate Member

[Signature]
KHEEN MICHAEL G. SE
 Alternate Member

[Signature]
MIRAMELINDA O. LEUTERIO
 Alternate Member

Approved by:

[Signature]
LEONARDO C. REYNOSO, CESO III
 Regional Director