



PURCHASE ORDER
DSWD MIMAROPA Region
Entity Name

| | |
|--|-------------------------------------|
| Supplier : PONCE DE LEON GARDEN RESORT | P.O. No. : 2022-09-0957 |
| Address : F. Ponce De Leon Rd., Brgy. San Pedro, PPC, Palawan | Date : September 29, 2022 |
| TIN : | Mode of Procurement : NP-LOV |

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

| | |
|--|--|
| Place of Delivery : Puerto Princesa City, Palawan | Delivery Term : FOB Destination |
| Date of Delivery : October 4-7, 2022 | Payment Term : 15-30 days upon final inspection |

| Stock/ Property No. | Unit | Description | Quantity | Unit Cost | Amount |
|------------------------|------|--|-------------------------------|-----------|------------------|
| 1 | pax | Board and Lodging for 3 days CRJIP Five-year Strategic Planning Venue: Puerto Princesa City, Palawan Date: October 4-7, 2022 Check in: October 4, 2022 / 12:00 NN Check out: October 7, 2022 / 11:00 AM Room sharing: Triple sharing (3 single bed in a room with free WiFi access, airconditioned, with TV, towel, dental kit, shampoo, soap, tissue, hot and cold shower) Meal schedule Oct. 4: Lunch, PM snack, Dinner Oct. 5-6: Breakfast, AM snack, Lunch, PM snack, and Dinner Oct. 7: Breakfast, AM snack 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- October 4, 2022 - 12:00 pm to 5:00 pm October 5-6, 2022 - 8:00 am to 5:00 pm October 7, 2022 - 8:00 am to 12:00 pm 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 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 WI-Fi access for both guest and function rooms. At least one (1) hotel staff/attendant available at any given time during the session to assist the secretariat in t logistical concerns Hotel must be DOT Accredited Note: End -user shall inform the Service Provider one to two weeks before the activity. Note: The activity is joined by other RJJWCs from Luzon Cluster, Region CAR, Region II, Region III, and Region IV-A. This is JJWC's Luzon Cluster activity, but the end user are the mentioned regions. Payments shall be done by respective RJJWCs/ Regions. <p align="center">***nothing follows***</p> TOTAL APPROVED BUDGET FOR THE CONTRACT: (Php 72,000.00) RFQ No. 2022-09-0940 NP-LOV PURPOSE: CRJIP Five-year Strategic Planning Prepared by: Cathy Victorio | 12 11 guaranteed pax | 2,000.00 | 72,000.00 |
| | | | TOTAL | | 72,000.00 |

(Total Amount in Words) **Seventy 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 : **72,000**


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

ORS/BURS No. : **2022-09-001**

Date of the ORS/BURS: **9/30**

Amount : **72,000**

NOTICE OF AWARD

September 29, 2022

ROSEL CALENDACION
Authorized Representative
PONCE DE LEON GARDEN RESORT
F. Ponce De Leon Rd., Brgy. San Pedro, PPC, Palawan


Dear Ms. Calendacion:

We are pleased to inform you that the RFQ No. 2022-09-0940 for the Board and Lodging of the CRJIP Five-year Strategic Planning is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid at a Contract Price equivalent to Seventy Two Thousand Pesos Only (Php 72,000.00).

You are therefore required to comply with the Terms and Conditions stated in the PO No.2022-09-0957 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)

PONCE DE LEON GARDEN RESORT

Date: _____

BAC RESOLUTION NO. 2022-0528

Series of 2022

BAC RESOLUTION RECOMMENDING, NEGOTIATED PROCUREMENT UNDER SECTION 53.10 (LEASE OF VENUE) AS AN ALTERNATIVE MODE OF PROCUREMENT AND RECOMMENDING AWARD FOR THE BOARD AND LODGING IN THE CONDUCT OF THE CRJIP FIVE-YEAR STRATEGIC PLANNING AND RECOMMENDING AWARD

WHEREAS, on September 14, 2022, the Bids and Awards Committee thru its Secretariat received an approved Purchase Request for the Board and Lodging in the conduct of the CRJIP Five-year Strategic Planning on October 4-7, 2022 in Puerto Princesa City, Palawan;

WHEREAS, the approved Budget for the Contract for the Lease of Venue is Seventy-Two Thousand Pesos Only (Php 72,000.00);

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 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 be 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, three (3) quotations were received by the BAC Secretariat. The quotations received are hereto attached, marked as Annex B and made an integral part hereof;

WHEREAS, a Table of Rating Factors for Lease of Venue, was prepared as the basis for criteria in selecting the right venue with a Passing rate of 85%;

WHEREAS, three (3) service providers submitted their intent to submit with the following results;

| Service Provider | Total Quote | Remarks |
|-----------------------------|--------------------|---|
| PONCE DE LEON GARDEN RESORT | Php 72,000.00 | Lowest Calculated and Responsive Bid, and with a total of 98.65% in the Table of Rating Factors |
| PALAWAN UNO HOTEL | Php 72,000.00 | Within ABC, and with a total of 87.05% in the Table of Rating Factors |
| SUNLIGHT GUEST HOTEL | Php 80,000.00 | Above ABC |

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

WHEREAS, as per the evaluator's rating, PONCE DE LEON GARDEN RESORT passed on the rating factor on the selection of venue;

WHEREAS, the Bids and Awards Committee has carefully checked and assessed the compliance of PONCE DE LEON GARDEN RESORT as responsive based on the end user's requirements;

NOW, THEREFORE, in light of the foregoing considerations, **WE**, the Bids and Awards Committee, hereby **RESOLVES** 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 **PONCE DE LEON GARDEN RESORT** as the most Responsive and Calculated Bid for the service provider of the **Board and Lodging in the conduct of the CRJIP Five-year Strategic Planning on October 4-7, 2022** in Puerto Princesa City, Palawan, in the amount of Seventy-Two Thousand Pesos Only (Php 72,000.00);

RESOLVED, this 23rd 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: CRJIP Five-year Strategic Planning

| Item No. | Qty | Unit | Purchaser's Requirements | PONCE DE LEON GARDEN RESORT | | PALAWAN UNO HOTEL | | SUNLIGHT GUEST HOTEL | |
|----------|-----|-------------------|---|-----------------------------|------------|-----------------------|------------|----------------------|------------|
| | | | | Unit Cost | Total Cost | Unit Cost | Total Cost | Unit Cost | Total Cost |
| 1 | 12 | pax | Board and Lodging for 3 days | 2,000.00 | 72,000.00 | 6,000.00 | 72,000.00 | | 80,000.00 |
| | | 11 guaranteed pax | CRJIP Five-year Strategic Planning | | | (for 3 days x 11 pax) | | | |
| | | | Venue: Puerto Princessa City, Palawan | | | | | | ABOVE ABC |
| | | | Date: October 4-7, 2022 | | | | | | |
| | | | Check in: October 4, 2022 / 12:00 NN | | | | | | |
| | | | Check out: October 7, 2022 / 11:00 AM | | | | | | |
| | | | Room sharing: Triple sharing (3 single bed in a room with free WiFi access, airconditioned, with TV, towel, dental kit, shampoo, soap, tissue, hot and cold shower) | | | | | | |
| | | | Meal schedule | | | | | | |
| | | | Oct 4: Lunch, PM snack, Dinner | | | | | | |
| | | | Oct 5-6: Breakfast, AM snack, Lunch, PM snack, and Dinner | | | | | | |
| | | | Oct 7: Breakfast, AM snack | | | | | | |
| | | | Type & Time of serving: Managed Buffet Meals & Plated Snacks | | | | | | |
| | | | 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- | | | | | | |
| | | | October 4, 2022 - 12:00 pm to 5:00 pm | | | | | | |
| | | | October 5-6, 2022 - 8:00 am to 5:00 pm | | | | | | |
| | | | October 7, 2022 - 8:00 am to 12:00 pm | | | | | | |
| | | | ****page 1 of 2**** | | | | | | |
| | | | Sub total | | 72,000.00 | | 72,000.00 | | 80,000.00 |

Deliberated upon by the DSWD - BIDS COMMITTEE (DSWD-BAC) on 23 SEP 2022 and recommends to be awarded to PONCE DE LEON GARDEN RESORT as the lowest calculated and responsive bid.

JAMUEL P. BALBABOCO
Member

IMEE C. VIDLANUEVA
Member

MARICEL F. DELA VEGA-URDAS
Member

EDITHA B. OCAMPO
Vice Chairperson

GENELIZA D. GABILAN
Chairperson

KHEEN MICHAEL G. SE
Alternate Member

MIRAMELINDA O. LEUTERIO
Alternate Member

Approved by:

LEONARDO C. REYNOSO, CESO III
Regional Director

Purpose: CRJ/P Five-year Strategic Planning

| Item No. | Qty | Unit | Purchaser's Requirements | PONCE DE LEON GARDEN RESORT | | PALAWAN UNO HOTEL | | SUNLIGHT GUEST HOTEL | |
|----------|-----|------|--|-----------------------------|------------|-------------------|------------|----------------------|------------|
| | | | | Unit Cost | Total Cost | Unit Cost | Total Cost | Unit Cost | Total Cost |
| | | | 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 | | | | | | |
| | | | 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 | | | | | | |
| | | | Free Wi-Fi access for both guest and function rooms | | | | | | |
| | | | At least one (1) hotel staff/attendant available at any given time during the session to assist the secretariat in logistical concerns | | | | | | |
| | | | Hotel must be DOT Accredited | | | | | | |
| | | | Note: End -user shall inform the Service Provider one to two weeks before the activity. | | | | | | |
| | | | Note: The activity is joined by other RJJWCs from Luzon Cluster, Region CAR, Region II, Region III, and Region IV-A. | | | | | | |
| | | | This is JJWC's Luzon Cluster activity, but the end user are the mentioned regions. Payments shall be done by respective RJJWCs/Regions. | | | | | | |
| | | | ***page 2 of 2*** | | | | | | |
| | | | ***nothing follows*** | | | | | | |
| | | | TOTAL APPROVED BUDGET FOR THE CONTRACT: | | | | | | |
| | | | Seventy-Two Thousand Pesos Only | | | | | | |
| | | | (Php 72,000.00) | | | | | | |
| | | | | TOTAL | 72,000.00 | TOTAL | 72,000.00 | TOTAL | 80,000.00 |

Deliberated upon by the DSWD - BIDS COMMITTEE (DSWD-BAC) on 23 SEP 2022 and recommends to be awarded to PONCE DE LEON GARDEN RESORT as the lowest calculated and responsive bid

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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