



## **PURCHASE ORDER** DSWD MIMAROPA Region **Entity Name**

Supplier: SEQUOIA HOTEL QUEZON CITY

Address: 91-93 Mother Ignacia Corner, Timog, Quezon City : 004-748-435-0000

Gentlemen:

TIN

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

P.O. No. : 2022-10-1108 Date: October 27, 2022

Mode of Procurement: NP-LOV

Place of Deli Date of Deli		Quezon City November 21-24, 2022		erm : <u>FOB Destinati</u> Term : <u>15-30 days u</u>	
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pax	Board and Lodging for 3 days Strengthening the Capacity of Persons with Disability Affairs Officer and Focal Persons on Managing PDAO office and Implementation of Programs, Services and Activities.	43 guaranbteed pax	2,000.00	270,000.00
		Venue: Quezon City Date: November 21-24, 2022 Check in: November 21, 2022 / 2:00 PM Check out: November 24, 2022 / 12:00 PM Room sharing: 2-3 occupancy per room and individual bed per pax with free toiletries and should follow IATF guidelines and protocols		15 Tripple sharing	
		Meal schedule  Nov 21: Lunch, PM snack, Dinner  Nov 22-23- Breakfast, AM snack, Lunch, PM snack, and Dinner  Nov 24- Breakfast, AM snack  Type & Time of serving: Buffet meals			
		Breakfast - 7:00 AM AM snack - 9:30 AM Lunch - 12:00 NN PM snack - 2:00 PM Dinner - 6:00 PM Menu Selection:			
		Breakfast, Lunch and Dinner (Rice, fresh fruits, water, juice, hot soup, 1 vegetables, 2 viands fish and meat) AM and PM Snacks (Pasta/Bread, Juice, Water, Hot Soup, merienda) Service provider to provide menu			
		Inclusions: Schedule of use of function room- November 21, 2022 - 2:00 am to 5:00 pm November 22-23, 2022 - 8:00 am to 5:00 pm			
		November 24, 2022 - 8:00 am to 12:00 pm  - Free use of Air-conditioned conference room (can accomodate 45 pax and free from noise which is detrimental to the event)  - Free flowing coffee, hot chocolate and drinking water			
		No obstructing pillars in the conference room Availability of electric outlets and free use of extension cords With audio system and atleast 2 microphones Free use of projector and whiteboards  with free stress with WIE consections.			
		- with free strong with WiFi connections - Free use of prking space - Facilities must be PWD and Senior Citizen Friendly - Must be structurally soundproof, have fire escapes and firefighting equipments and CCTV			
		Food to be served should have vegetables, fruits and can adjust for muslim and non-pork eaters     Free complimentary room for secretariat			
		<ul> <li>Free use of facilities and amenities (if applicable)</li> <li>NOTE: Hotel/Restaurants/Resorts should not be offering short term lodging associated with motel and should not be offering short term lodging associated with motel and should not be situated beside or across gambling establishment shops, night clubs, funeral parlos, mortuaries and other similar like.</li> </ul>			
		***nothing follows*** TOTAL APPROVED BUDGET FOR THE CONTRACT: (Php 270,000.00) RFQ No. 2022-10-1106 NP-LOV			
		PURPOSE: Strengthening the Capacity of Persons with Disability Affairs Officer and Focal Persons on Managing PDAO office and Implementation of Programs, Services and Activities		T074	070 000 5
(Total Am	ount in	Prepared by: Cathy Victorio		TOTAL	270,000.00

In case of failure to make the full delivery wi	thin 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 LEONARDO C. REYNOSO, CESO III

Signature over Printed Name of Authorized Official

**Regional Director** 

Date

Fund Cluster: 101

Funds Available : 210,000.00

DANILYM T. GALAN

Signature over Printed Name of Chief Accounting AO IV, OIC-Accounting Section Head

ORS/BURS No. : 03 11101-7-11-5618, 17.19 

Amount: 10,000 · 00





## NOTICE OF AWARD

October 27, 2022

PABLO REYMUNDO
Authorized Representative
SEQUOIA HOTEL QUEZON CITY
91-93 Mother Ignacia Corner, Timog, Quezon City

Dear Mr.Reymundo:

We are pleased to inform you that the RFQ No. 2022-10-1106 for the Board and Lodging of the Strengthening the Capacity of Persons with Disability Affairs Officer and Focal Persons on Managing PDAO office and Implementation of Programs, Services and Activities is hereby awarded to you as the Bidder with the Single Calculated Responsive Bid at a Contract Price equivalent to Two Hundred Seventy Thousand Pesos Only (Php 270,000.00).

You are therefore required to comply with the Terms and Conditions stated in the PO No. 2022-10-1108 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:

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## BIDS AND AWARDS COMMITTEE FIELD OFFICE MIMAROPA

DSWD-AS-GF-088 | REV 01 | 28 SEPT 2022

## BIDS AND AWARDS COMMITTEE (BAC)

Resolution No. 22-10-0692

BAC RESOLUTION RECOMMENDING NEGOTIATED PROCUREMENT-LEASE OF VENUE AS MODE OF PROCUREMENT FOR THE BOARD AND LODGING FOR THE STRENGTHENING THE CAPACITY OF PERSONS WITH DISABILITY AFFAIRS OFFICER AND FOCAL PERSONS ON MANAGING PDAO OFFICE AND IMPLEMENTATION OF PROGRAMS, SERVICES AND ACTIVITIES AND RECOMMENDING AWARD

(PR No. 2022-10-1106)

WHEREAS, on October 11, 2022, the Bids and Awards Committee thru its Secretariat received an approved Purchase Request for the Lease of Venue of the Strengthening the Capacity of Persons with Disability Affairs Officer and Focal Persons on Managing PDAO office and Implementation of Programs, Services and Activities in Quezon Clty;

WHEREAS, the approved Budget for the Contract of the Lease of Venue is Two Hundred Seventy Thousand Pesos Only (Php 270,000.00);

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 October 13, 2022 to October 18, 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, only one (1) quotation was received by the BAC Secretariat. The quotation received is hereto attached, marked as Annex B and made an integral part hereof;

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

WHEREAS, one service provider submitted their quotation with the following results;

Serv	rice Provi	ider	Total Quote	Remarks
SEQUOIA CITY	HOTEL	QUEZON	Php 270,000.00	Sole Calculated Bid and compliant to end-user requirements and with average rate of 90.76%

**WHEREAS**, the lowest bidder Sequoia Hotel Quezon City was evaluated based on the Rating Factor and passed with the rate of 90.76%;

**WHEREAS**, the Bids and Awards Committee have carefully checked and assessed the compliance of Sequoia Hotel Quezon City based on the end user's requirements;

WHEREAS, Sequoia Hotel Quezon City 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 Sequoia Hotel Quezon City, as the Sole Calculated and Responsive Bidder for the Lease of Venue of the Strengthening the Capacity of Persons with Disability Affairs Officer and Focal Persons on Managing PDAO office and Implementation of Programs, Services and Activities in Quezon City in the amount of Two Hundred Seventy Thousand Pesos Only (Php 270,000.00);

RESOLVED this \_\_\_\_\_day of October 2022 at Manila, Philippines

JAMUEL P. BALBABOCO

**BAC Member** 

IMEE C. VILLANUEVA

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 O GABILAN

( Approved

) Disapproved

LEONARDO C. REYNOSO, CESO III

Regional Director Head of Procuring Entity

PAGE 2 of 2



Purpose: Strengthening the Capacity of Persons with Disability Affairs Officer and Focal Persons on Managing PDAO office and Implementation of Programs, Services and Activities.

No. Oty Unit Purchaser's Requirements  1 45 pax Board and Lodging for 3 days 43 guaranteed pax Strengthening the Capacity of Persons with Disability Affairs Officer and Focal Persons on Managing PDAO office and Implementation of Programs, Services and Activities.  Venue: Quezon City Date: November 21-24, 2022 / 2:00 PM Check in: November 21, 2022 / 2:00 PM Check out November 21, 2022 / 12:00 PM Room sharing: 2-3 occupancy per room and individual bed per pax with free tolletries and should follow IATF guidelines and protocols  Meal schedule Nov 21: Lunch, PM snack, Dinner Nov 22: Seneakfast, AM snack, Lunch, PM snack, and Dinner Nov 24- Breakfast, AM snack Type & Time of serving: Buffet meals Breakfast, Lunch and Dinner (Rice, fresh fruits, water, juice, hot soup, 1 vegetables, 2 viands fish and meat) Vegetables, 2 viands fish and meat) Vegetables, 2 viands fish and meat) November 21, 2022 - 8:00 am to 5:00 pm November 21, 2022 - 8:00 am to 5:00 pm November 22, 2022 - 8:00 am to 5:00 pm November 24, 2022 - 8:00 am to 5:00 pm November 24, 2022 - 8:00 am to 5:00 pm November 24, 2022 - 8:00 am to 5:00 pm November 24, 2022 - 8:00 am to 5:00 pm November 24, 2022 - 8:00 am to 5:00 pm November 24, 2022 - 8:00 am to 5:00 pm November 24, 2022 - 8:00 am to 5:00 pm November 24, 2022 - 8:00 am to 5:00 pm November 24, 2022 - 8:00 am to 5:00 pm November 24, 2022 - 8:00 am to 5:00 pm	Board and Lodging for 3 days  Strengthening the Capacity of Persons with Disability Affairs Officer and Focal Persons on Managing PDAO office and implementation of Programs, Services and Activities.  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JAMUEL P. BALBABOCO

KHEEN MICHAEL G. SE Alternate Member

Member

MARICEL F. DELA VEGA-URDAS Member

MIRAMELINDA O. LEUTERIO Alternate Member

EDITHA B. OCAMPO Vice Chairperson

GENELIZA GABILAN

Approved by:

LEONARDO C. REYNOSO, CESO III
Regional Director

RFQ No. 2022-10-1106 NP-LOV

Purpose: Strengthening the Capacity of Persons with Disability Affairs Officer and Focal Persons on Managing PDAO office and Implementation of Programs, Services and Activities.

Purchaser's Requirements  - Free use of Air-conditioned conference room (can accomodate 45 pax and free from noise which is detrimental to the event)  - Free flowing coffee, hot chocolate and drinking water - No obstructing pillars in the conference room - Availability of electric outlets and free use of extension cords - With audio system and atleast 2 microphones - Free use of projector and whiteboards - with free strong with WiFi connections - Free use of prking space - Facilities must be PWD and Senior Citizen Friendly - Must be structurally soundproof, have fire escapes and firefighting equipments and CCTV - Frod to be served should have vegetables, fruits and can adjust for muslim and non pork eaters - Free complimentary room for secretariat - Free use of facilities and amenities (if applicable) - NOTE: Hotel/Restaurants/Resorts should not be offering short term lodging associated with motel and should not be offering short term lodging associated with motel and should not be situated beside or across gambling establishment shops, right clubs, funeral parlos, montuaries and other similar like.  - ""page 2 of 2"" - TOTAL APPROVED BUDGET FOR THE CONTRACT: - Two Hundred Seventy Thousand Pesos Only - Php 270,000.00)																									No.
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JAMUEL P. BALBABOCO

IMEE C. VILLANUEVA

MARICEL F. DELA VEGA-URDAS

Vice Chairperson

GENELIZA Q GABILAN

Chairperson

Member

Mendber

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PATRICK G. JARMIN Alternate Member

Alternate Member

MIRAMELINDA O. LEUTERIO Alternate Member

Approved by:

Regional Director

LEONARDO C. REYNOSO, CESO III