



PURCHASE ORDER
DSWD MIMAROPA Region
Entity Name

Supplier : SEQUOIA HOTEL QUEZON CITY	P.O. No. : 2022-10-1108
Address : 91-93 Mother Ignacia Corner, Timog, Quezon City	Date : October 27, 2022
TIN : 004-748-435-0000	Mode of Procurement : NP-LOV

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

Place of Delivery : Quezon City	Delivery Term : FOB Destination
Date of Delivery : November 21-24, 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 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 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 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 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 - 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, night clubs, funeral parlos, mortuaries and other similar like. ***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 Prepared by: Cathy Victorio	45 43 guaranbteed pax	2,000.00	270,000.00
				15 Tripple sharing	
				TOTAL	270,000.00

(Total Amount in Words) Two Hundred Seventy 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
Leonas
LEONARDO C. REYNOSO, CESO III
Signature over Printed Name of Authorized Official
Regional Director

Fund Cluster : **101**
Funds Available : **270,000.00**

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

ORS/BURS No. : **02-1111-20-11-5618-1919**
Date of the ORS/BURS: **Nov. 27, 2022**
Amount : **270,000.00**

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 *LR*

Conforme:

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

SEQUOIA HOTEL QUEZON CITY

Date: _____

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 City;

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;

Service Provider	Total Quote	Remarks
SEQUOIA HOTEL QUEZON CITY	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 24th day of October 2022 at Manila, Philippines

JAMUEL P. BALBABOCO
BAC Member

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

Item No.	Qty	Unit	Purchaser's Requirements	SEQUOIA HOTEL QUEZON CITY					
				Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost
1	45	pax	Board and Lodging for 3 days	2,000.00	270,000.00				
			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						
			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						
			Lunch - 12:00 NN						
			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 (Pastal/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						
			page 1 of 2						
			TOTAL APPROVED BUDGET FOR THE CONTRACT:						
			Two Hundred Seventy Thousand Pesos Only						
			(Php 270,000.00)						
			Sub total						
			Sub total						
			Sub total						
			Sub total						

Deliberated upon by the DSWD - BIDS COMMITTEE (DSWD-BAC) on October 25, 2022 and recommends to be awarded to Sequoia Hotel Quezon City at Site Calubart 9 respective bidder

JAMUEL P. BALBABOCO
 Member
 PATRICK G. JARMIN
 Alternate Member

IMEE C. MILDANUEVA
 Member
 KHEEN MICHAEL G. SE
 Alternate Member

MARICEL F. DELA VEGA-URDAS
 Member
 MIRAMELINDA O. LEUTERIO
 Alternate Member

EDITHA B. OCAMPO
 Vice Chairperson

GENELIZA O. GABILAN
 Chairperson

Approved by:
 LEONARDO C. REYNOSO, CESO III
 Regional Director

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

Item No.	Qty	Unit	Purchaser's Requirements	SEQUOIA HOTEL QUEZON CITY					
				Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost
			- Free use of Air-conditioned conference room (can accommodate 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 W/FI connections						
			- Free use of pking 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 secretarial						
			- 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, night clubs, funeral parlors, mortuaries and other similar like.						
			page 2 of 2						
			nothing follows						
			TOTAL APPROVED BUDGET FOR THE CONTRACT:						
			Two Hundred Seventy Thousand Pesos Only						
			(Php 270,000.00)						
				TOTAL		TOTAL		TOTAL	
					270,000.00				

Deliberated upon by the DSWD - BIDS COMMITTEE (DSWD-BAC) on October 25, 2022 and recommends to be awarded to Sequoia Hotel Quezon City as sole calculated responsive bidder.

JAMUEL P. BALBABOCO
Member
PATRICK G. JARMIN
Alternate Member

IMEE C. YIL LANUEVA
Member
KHEEN MICHAEL G. SE
Alternate Member

MARICEL F. DELA VEGA-URDAS
Member
MIRAMELINDA O. LEUTERIO
Alternate Member

EDITHA B. OCAMPO
Vice Chairperson

GENELIZA GABILAN
Chairperson

Approved by:

LEONARDO C. REYNOSO, CESO III
Regional Director