



PURCHASE ORDER
DSWD MIMAROPA Region
Entity Name

Supplier : SEQUOIA HOTEL MANILA BAY	P.O. No. : 2022-10-0970
Address : VENERACION CR. SAN PEDRO ST., ASEANA BUSINESS PARK, PARANAQUE CITY	Date : October 7, 2022
TIN : 009-254-150-000	Mode of Procurement : NP-LOV

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

Place of Delivery : SEQUOIA HOTEL MANILA BAY (VENERACION CR. SAN PEDRO ST., ASEANA BUSINESS PARK, PARANAQUE CITY)	Delivery Term : FOB Destination
Date of Delivery : OCTOBER 11-14, 2022	Payment Term : 15-30 days upon final inspection

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pax	<p align="center">BOARD AND LODGING (4 Days/3 Nights) CONDUCT OF SLP-MIMAROPA YEAR-END PERFORMANCE REVIEW AND EVALUATION WORKSHOP AND STRATEGIC PLANNING</p> <p>Guaranteed Pax: 100 Pax VENUE: SEQUOIA HOTEL MANILA BAY (VENERACION CR. SAN PEDRO ST., ASEANA BUSINESS PARK, PARANAQUE CITY) DATE OF ACTIVITY: OCTOBER 11-14, 2022</p> <p>Room Sharing: Air-conditioned Room, TRIPLE Sharing with Individual Bed per Pax and FREE TOILETRIES (With the IATF and DOT Guidelines for the Minumum Health Standard)</p> <p>MEALS SCHEDULE: OCTOBER 11, 2022: Lunch, PM Snack and Dinner OCTOBER 12-13, 2022: Breakfast, AM Snack, Lunch, PM Snack and Dinner OCTOBER 14, 2022: Breakfast and AM Snack</p> <p>Type of Serving: *Managed Buffet for Breakfast (6:00 am), Lunch (11:30:00 am) and Dinner (6:00 pm) *Plated Snacks (AM Snack-9:00 am and PM Snack-2:30 pm)</p> <p>Menu Selection: *Hotel to submit Menu (Minimum of atleast 2 Viands, Soup, Desserts and Beverages) *Hotel will submit proposed menu of the day one (1) week before the training schedule *No repeating meal per menu *Food to be served should have vegetables and fruits and can adjust for Muslim and non pork eaters</p> <p>INCLUSIONS: *Structurally sound and safe for accupancy with enough Fire Escapes, Fire Fighting Equipments, CCTV, Elevators and Stairs *Facilities must be PWD and Senior Citizen Friendly *Air-Conditioned Guest Rooms with Cable TV *Bathroom with Hot and Cold Shower with Complete Povision of Toiletries (Towel, Shampoo, Soap and Toothbrush) *No Obstructing Pillars in the Conference Room *The Session Hall/Conference Room is free from noise/which is detrimental to the event/meeting *With Registration Area and Free Use of Parking Area *Free-Use of Fully Air-Conditioned Session Hall/Conference Room, spacious for activities and can accommodate 110 participants or more for physical distancing in compliance with Covid-19 *Free use of Telephone Line, Projector with Screen, Sound System with 4 Microphones, Electric Outlets, Extension Cords, Whiteboard and Whiteboard Marker and Eraser, and other Amenities *Free WI-Fi access for both guest and function rooms *Atleast One (1) Hotel Staff/Attendant available at any given time during the session to assist the Secretarial in Logistical concerns *FREE Flowing of Hot Coffee or Chocolate and Drinking Water/Diffused Water *FREE Tarapaulin or LED Backdrop *TABLE AND CHAIRS: Classroom Type *****NOTHING FOLLOWS*****</p> <p>RATING FACTOR: 85% Passing Rate</p> <p>PR No.: 2022-09-0996 TOTAL APPROVED BUDGET FOR THE CONTRACT: Php 636,000.00 Purpose: BOARD AND LODGING IN THE CONDUCT OF SLP-MIMAROPA YEAR-END PERFORMANCE REVIEW AND EVALUATION WORKSHOP AND STRATEGIC PLANNING Prepared by: Lorie Licop</p>	106	2,000.00	636,000.00

TRIPLE/QUAD Sharing

NOTE:
Blocking of Venue is on "1st Confirmation, 1st Reserved"

As of today, only ASPEN Function Hall is available for the said date

COMMISSION ON AUDIT
RECEIVED BY: *Jakely*
DATE: 10 OCT 2022

(Total Amount in Words)	One Hundred Thirty-Two Thousand Pesos Only	PHP 636,000.00
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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: _____

Very truly yours, *Leonardo C. Reynoso*
LEONARDO C. REYNOSO, CESO III
Signature over Printed Name of Authorized Official
Regional Director
Designation

Signature over Printed Name of Supplier

Date

Fund Cluster : 161	ORs/BURS No. : 2022-10-4986
Funds Available : ₱ 636,000.00	Date of the ORs/BURS: 10/7/2022
<i>Danielyn T. Galan</i> DANILYN T. GALAN	Amount : ₱ 636,000.00
Signature over Printed Name of Accounting Section Head	

NOTICE OF AWARD

October 7, 2022

NETTY ENRIQUEZ

Authorized Representative

SEQUOIA HOTEL MANILA BAY

Veneracion corner San Pedro St., Aseana Business Park, Paranaque City

Dear **Ms. Enriquez**:

We are pleased to inform you that the RFQ No. 2022-09-0996 for **"SLP-MIMAROPA Year-End Performance Review and Evaluation Workshop and Strategic Planning"** is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid at a Contract Price equivalent to **Six Hundred Thirty-Six Thousand Pesos Only (Php 636,000.00)**.

You are therefore required to comply with the Terms and Conditions stated in PO No. 2022-09-0970 from this Notice of Award receipt.

Please sign your conformity below and transmit 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 MANILA BAY

Date: _____