



**PURCHASE ORDER**  
DSWD MIMAROPA Region  
Entity Name

Supplier: <b>SIMPLE LIVING HOTEL INC.</b>	P.O. No.: <b>2023-02-0100</b>
Address: <b>National Road, Brgy. Poctoy, Odiongan, Romblon</b>	Date: <b>February 17, 2023</b>
TIN: <b>010-529-694-000</b>	Mode of Procurement: <b>NP-LOV</b>

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

Place of Delivery: <b>SIMPLE LIVING HOTEL INC. at National Road, Brgy. Poctoy, Odiongan, Romblon</b>	Delivery Term: <b>FOB Destination</b>
Date of Delivery: <b>MAY 2-5, 2023</b>	Payment Term: <b>15-30 days upon final inspection</b>

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pax	<p align="center"><b>BOARD AND LODGING (4 DAYS/3 NIGHTS)</b></p> <p align="center"><b>CONDUCT OF THE CAPACITY BUILDING ON DISASTER RESPONSE INFORMATION MANAGEMENT FOR DSWD MIMAROPA QUICK RESPONSE TEAM MEMBERS (ROMBLON)</b></p> <p>SIMPLE LIVING HOTEL INC. at National Road, Brgy. Poctoy, Odiongan, Romblon Date of Activity: <b>MAY 2-5, 2023</b></p> <p>Room Sharing: Air-conditioned Room, TRIPLE Sharing with INDIVIDUAL BED PER PAX and Bathrooms with Hot and Cold Showers with enough toiletries (Towel, Toothpaste, Soap, and Shampoo) (With the IATF and DOT Guidelines for the Minimum Health Standard)</p> <p>Check-In Date and Time: <b>MAY 2, 2023 / 12:00 nn</b> Check-Out Date and Time: <b>MAY 5, 2023 / 12:00 nn</b></p> <p><b>MEALS SCHEDULE:</b> MAY 2, 2023: <b>PM Snack and Dinner</b> MAY 3-4, 2023: <b>Breakfast, AM Snack, Lunch, PM Snack, and Dinner</b> MAY 5, 2023: <b>Breakfast, AM Snack, and Lunch</b></p> <p><b>Type of Serving:</b> *Managed Buffet for Breakfast (6:00 am), Lunch (12:00 nn) and Dinner (6:00 pm) *Plated Snacks (AM Snack-9:00 am and PM Snack-2:30 pm)</p> <p><b>Menu Selection:</b> *Hotel to submit Menu (Minimum of 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><b>INCLUSIONS:</b> *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 Function Room and Guest Rooms with Cable TV *The Session Hall/Conference Room is free from noise/which is detrimental to the event/meeting *FREE WI-Fi access for Both Guest and Function Rooms *With a Registration Area and FREE Use of Parking Space *FREE Hygiene Kit for Every Participant (Tissue, Alcohol, Facemask) *Free Flowing of Coffee or Hot Chocolate/Drinking Water/Infused Water *At least One (1) Hotel Staff/Attendant available at any given time during the session to assist the Secretariat with Logistical concerns *FREE Welcome Tarpaulin *Provision of Automatic Alcohol Dispenser with Stand and Thermal Scanner *FREE COMPLIMENTARY ROOM for the Secretariat *FREE COMPLIMENTARY ROOM for the Resource Person *The Secretariat will provide the final list of participants in the first (1st) day of activity *IF THE TOTAL NUMBER OF THE PARTICIPANTS EXCEEDS THE GUARANTEED PARTICIPANTS, THE AGENCY WILL BE BILLED FOR THE ACTUAL NUMBER</p> <p><b>FUNCTION ROOM ARRANGEMENT:</b> <b>TIME OF USE OF CONFERENCE ROOM/SESSION HALL from MAY 2 to 5, 2023: 7:00 am - 7:00 pm</b> *Complimentary Use of Function Room and Other Amenities *FREE-Use of Fully Air-Conditioned Session Hall/Conference Room, spacious for activities and can accommodate 65 participants or more for physical distancing in compliance with Covid-19 *No Obstructing Pillars in the Conference Room *The Session Hall/Conference Room is free from noise/which is detrimental to the event/meeting *Free use of Laptop, Line, Projector with Screen, Sound System with 4 Microphones, Electric Outlets, Extension Cords, 2 Whiteboards and Whiteboard Marker and Eraser, Rostrum with 1 Philippine Flagpole and other Amenities *FREE Pencils and Pads for the Participants *****NOTHING FOLLOWS*****</p> <p><b>Rating Factors: Passing Rate: 85%</b></p> <p>RFQ No. 2023-01-0166 NP-LOV Approved Budget for the Contract: <b>Four Hundred Eighty-Three Thousand Six Hundred Pesos Only (PHP 483,600.00)</b> PURPOSE: <b>BOARD AND LODGING IN THE CONDUCT OF THE CONDUCT OF THE CAPACITY BUILDING ON DISASTER RESPONSE INFORMATION MANAGEMENT FOR DSWD MIMAROPA QUICK RESPONSE TEAM MEMBERS (ROMBLON)</b> Prepared by: <b>Lorie Licop</b></p>	62	2,586.67	481,120.00

(Total Amount in Words)	Four Hundred Eighty-One Thousand One Hundred Twenty Pesos Only.	PHP 481,120.00
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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:

Signature over Printed Name of Supplier

Date

Very truly yours,

**LEONARDO C. REYNOSO, CESO III**

Signature over Printed Name of Authorized Official

Regional Director  
Designation

Fund Cluster: **1 01**  
Funds Available: **481,120.00**

**DANILYN T. GALAN**

Signature over Printed Name of AO III / Head, Accounting Section

ORS/BURS No.: **02-10101-23-02-DS68**  
Date of the ORS/BURS: **Feb. 23, 2023**  
Amount: **481,120.00**



Department of Social Welfare and Development  
 DSWD-GF-010 | REV 01 | 17 AUG 2022



## NOTICE OF AWARD

February 14, 2023

**ANTONIO MADRID**  
 Authorized Representative  
 SIMPLE LIVING HOTEL INC.  
 National Road, Brgy. Poctoy, Odiongan, Romblon

Dear **Sir/Madam**:

We are pleased to inform you that the RFQ No. 2023-01-0166 for the **“Board and Lodging in the conduct of the Capacity Building on Disaster Response Information Management for DSWD MIMAROPA Quick Response Team Member (Romblon)”** is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid at a Contract Price equivalent to **Four Hundred Eighty-One Thousand One Hundred Twenty Pesos Only (Php 481,120.00)**.

You are therefore required to comply with the Terms and Conditions stated in PO No. 2023-02-0100 from the receipt of this Notice of Award.

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)

**SIMPLE LIVING HOTEL INC.**

Date: \_\_\_\_\_

