

Supplier: <b>RICHWORLD HOTEL AND RESORT CORPORATION (MAKATI PALACE HOTEL)</b> Address: <b>No. 5011 P. Burgos cor. Caceres St., Makati City</b> TIN: <b>224-425-070-000</b>	P.O. No.: <b>2023-03-0154</b> Date: <b>March 1, 2023</b> Mode of Procurement: <b>NP-LOV</b>
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Gentlemen:  
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: <b>MAKATI CITY</b> Date of Delivery: <b>MARCH 14-17, 2023</b>	<b>RICHWORLD HOTEL AND RESORT CORPORATION (MAKATI PALACE HOTEL) AT No. 5011 P. Burgos cor. Caceres St.,</b> Delivery Term: <b>FOB Destination</b> Payment Term: <b>15-30 days upon final inspection</b>
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Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pax	<p align="center"><b>BOARD AND LODGING (4 DAYS/3 NIGHTS) CONDUCT OF THE 2023 ANNUAL MONITORING AND EVALUATION (M&amp;E) CONFERENCE</b></p> <p>Guaranteed Pax: 30 Pax Date of Activity: MARCH 14-17, 2023 VENUE: RICHWORLD HOTEL AND RESORT CORPORATION (MAKATI PALACE HOTEL) AT No. 5011 P. Burgos cor. Caceres St., Makati City Check-In Date and Time: MARCH 14, 2023 /12:00 nn Check-Out Date and Time: MARCH 17, 2023 / 12:00 nn</p> <p><b>MEALS SCHEDULE:</b> MARCH 14, 2023: Lunch, PM Snack and Dinner MARCH 15-16, 2023: Breakfast, AM Snack, Lunch, PM Snack and Dinner MARCH 17, 2023: Breakfast and AM Snack</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 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><b>TIME OF USE OF CONFERENCE ROOM/SESSION HALL from MARCH 14 to 17, 2023: 7:00 am - 6:00 pm</b></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 Venue with Air Humidifiers *Air-Conditioned Guest Rooms with Cable TV *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 *Free-Use of Fully Air-Conditioned Session Hall/Conference Room, spacious for activities and can accommodate 35 participants or more for physical distancing in compliance with Covid-19 *Free use of Telephone Line, Projector with Screen, Sound System with 2-3 Microphones, Electric Outlets, Extension Cords, Whiteboard and Whiteboard Marker and Eraser, and other Amenities *Free Wi-Fi access for both guest and function rooms *FREE Use of Parking Space *Free Flowing of Coffee or Hot Chocolate/Drinking Water/Infused Water *Venue must be in new-normal setup with alcohol and sanitizers and extra facemasks for the participants *Venue must have a large Monitor TV Screen for the Conference Call and other necessary materials/technology for Conference Call *At least One (1) Hotel Staff/Attendant available at any given time during the session to assist the Secretariat in Logistical concerns and act as marshall to remind the hotel health protocols *Provision of Advance Room (Before Check-In) for the Secretariat Team *Service Provided will be informed by the end-user one (1) to two (2) weeks before the exact date prior to the conduct of activity *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  *****NOTHING FOLLOWS*****</p> <p>Rating Factors: Passing Rate: 85%</p> <p>RFQ No. 2023-02-0231 NP-LOV Approved Budget for the Contract: Two Hundred Ten Thousand Pesos Only (Php 210,000.00) PURPOSE: BOARD AND LODGING IN THE CONDUCT OF THE 2023 ANNUAL MONITORING AND EVALUATION (M&amp;E) CONFERENCE Prepared by: Lorie Licop</p>	35	2,000.00	210,000.00

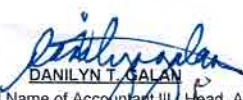
(Total Amount in Words)	Two Hundred Ten Thousand Pess Only	PHP 210,000.00
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In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme: \_\_\_\_\_  
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: 101 Funds Available: 210,000.00	 <b>DANILYN T. GALAN</b> Signature over Printed Name of Accountant III, Head, Accounting Section	ORS/BURS No.: 02-101101-23-03-0732 Date of the ORS/BURS: March 06, 2023 Amount: 210,000.00
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## NOTICE OF AWARD

February 28, 2023

**ROSEWIN G. MODESTO**

Authorized Representative

**RICHWORLD HOTEL AND RESORT CORP. (MAKATI PALACE HOTEL)**

# 5011 P. Burgos Cr. Caseres St., Makati City

Dear **Sir/Madam**:

We are pleased to inform you that the RFQ No. 2023-02-0231 for the “**Board and Lodging in the conduct of the 2023 Annual Monitoring and Evaluation (M&E) Conference**” is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid at a Contract Price equivalent to **Two Hundred Ten Thousand Pesos Only (Php 210, 000.00)**.

You are therefore required to comply with the Terms and Conditions stated in PO No. 2023-03-0154 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)

**RICHWORLD HOTEL AND RESORT CORP. (MAKATI PALACE HOTEL)**

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