



PURCHASE ORDER
DSWD MIMAROPA Region
Entity Name

Supplier: RICHWORLD HOTEL AND RESORT COPORATION (MAKATI PALACE HOTEL) Address: No. 5011 P. Burgos cor. Caceres St., Makati City TIN: 224-425-070-000	P.O. No.: 2023-02-0093 Date: February 15, 2023 Mode of Procurement: NP-LOV
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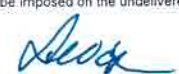

Gentlemen:
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: RICHWORLD HOTEL AND RESORT COPORATION (MAKATI PALACE HOTEL) AT No. 5011 P. Burgos cor. Caceres St., Makati City Date of Delivery: MARCH 7-10, 2023	Delivery Term: FOB Destination Payment Term: 15-30 days upon final inspection
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Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pax	<p align="center">BOARD AND LODGING (4 DAYS/3 NIGHTS)</p> <p align="center">CONDUCT OF THE CAPACITY BUILDING ON HUMANITARIAN SUPPLY CHAIN MANAGEMENT (HSCM) TRAINING OF TRAINERS</p> <p>GUARANTEED PAX: 30 Pax VENUE: RICHWORLD HOTEL AND RESORT COPORATION (MAKATI PALACE HOTEL) AT No. 5011 P. Burgos cor. Caceres St., Makati City Date of Activity: MARCH 7-10, 2023 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: MARCH 7, 2023 /12:00 nn Check-Out Date and Time: MARCH 10, 2023 / 12:00 nn</p> <p>MEALS SCHEDULE: MARCH 7, 2023: PM Snack and Dinner MARCH 8-9, 2023: Breakfast, AM Snack, Lunch, PM Snack, and Dinner MARCH 10, 2023: Breakfast, AM Snack, and Lunch</p> <p>Type of Serving: *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>Menu Selection: *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>INCLUSIONS: *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>FUNCTION ROOM ARRANGMENT:</p> <p>TIME OF USE OF CONFERENCE ROOM/SESSION HALL from MARCH 7 to 10, 2023: 7:00 am - 7:00 pm</p> <p>*Complimentary Use of Function Room and Other Amenities *FREE-Use of Fully Air-Conditioned Session Hall/Conference Room, spacious for activities and can accommodate 40 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>Rating Factors: Passing Rate: 85%</p> <p>RFQ No. 2023-01-0155 NP-LOV Approved Budget for the Contract: Two Hundred Seventy-Three Thousand Pesos Only (Php 273,000.00) PURPOSE: BOARD AND LODGING IN THE CONDUCT OF THE CAPACITY BUILDING ON HUMANITARIAN SUPPLY CHAIN MANAGEMENT (HSCM) TRAINING OF TRAINERS Prepared by: Lone Licop</p>	35	2,400.00	252,000.00

(Total Amount in Words)	Two Hundred Fifty Two Thousand Pesos Only	PHP 252,000.00
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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, 
Signature over Printed Name of Supplier **LEONARDO C. REYNOSO, CESO III**
Regional Director
Designation 

Date _____

Fund Cluster : 101 Funds Available : 252,000.00	 DANILYN T. GALAN Signature over Printed Name of AC(III) Head, Accounting Section	ORS/BURS No.: <u>02-01101-23-02-0155</u> Date of the ORS/BURS: <u>Feb 17, 2023</u> Amount: <u>252,000.00</u>
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NOTICE OF AWARD

February 14, 2023

MARY ANN M. DATIG

Authorized Representative

RICHWORLD HOTEL & RESORT COMPLEX (MAKATI PALACE HOTEL)

No. 5011 P. Burgos cor. Caceres St., Makati City

Dear **Ms. Datig**:

We are pleased to inform you that the RFQ No. 2023-02-0165^{ky} for **"Board and Lodging in the conduct of the Capacity Building on Humanitarian Supply Chain Management (HSCM) Training of Trainers"** is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid at a Contract Price equivalent to **Two Hundred Fifty-Two Thousand Pesos Only (Php 252,000.00)**.

You are therefore required to comply with the Terms and Conditions stated in PO No. 2023-02-0093 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)

RICHWORLD HOTEL & RESORT COMPLEX (MAKATI PALACE HOTEL)

Date: _____