

Supplier : RICHWORLD HOTEL & RESORT CORPORATION (MAKATI PALACE HOTEL)	P.O. No. : 2023-02-0112
Address : 5011 P. Burgos corner Caceres Street, Makati City	Date : February 21, 2023
TIN : 221-425-070-000	Mode of Procurement : NP-LOV

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


Place of Delivery : Metro Manila	Delivery Term : FOB Destination
Date of Delivery : November 21-24, 2023	Payment Term : 15-30 days upon final inspection

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pax	Board and Lodging DRMD Year-end Performance Review and Evaluation Workshop. Venue: Metro Manila Date: November 21-24, 2023 Check in: November 21, 2023 / 2:00 PM Check out: November 24, 2023 / 12:00 NN Please note: *IF THE TOTAL NUMBER OF THE PARTICIPANTS EXCEEDS THE GUARANTEED PARTICIPANTS, THE AGENCY WILL BE BILLED FOR THE ACTUAL NUMBER *The Secretariat will provide the final list of participants in the first (1st) day of activity Meals arrangements: Type of serving : Buffet Lunch ; Plated Snacks Break fast : 6:00AM (AM snack : 9:30 AM) Lunch: 12:00 NN (PM snack: 3:30 PM) Dinner: 6:00 PM Provisions: Nov. 21 - PM snack, Dinner Nov. 22-23 - Breakfast, AM snack, Lunch, PM snack, Dinner Nov. 24 - Breakfast, AM snack, Lunch Overnight Accommodation arrangements: *Triple occupancy (3pax per room (single bad each pax) *Full board meals (no repeating meal per menu) <u>Air-conditioned room with hot and cold shower</u> * One (1) complimentary room for the secretariat team (3 pax per room (single bed each pax))which is excluded to number of rooms for the participants. Function room arrangements: *Complimentary use of function room and other amenities *Function room can accommodate number of pax according to social distancing protocols *No pillars at the center of the conference room *Complimentary use of function room and other amenities *Sound system with 4 wireless microphones and audio jack *Extension cords *2 whiteboard with markers and erasers *Rostrum and 1 Philippine flag with flag pole. *Free use of Laptop and LCD Projector with white screen *Stand-by attendant to assist *Free pads & pencils for the participants *Free flowing coffee,tea & candies *Free Hygiene Kit for every participant (Tissue, Alcohol, Face Shield and Face Mask) *Free wifi internet *Free complimentary Welcome Tarpaulin *To provide an isolation area for those who will manifest Covid light symptoms *Automatic Alcohol Dispenser with Stand and Thermal Scanner ****nothing follows*** TOTAL APPROVED BUDGET FOR THE CONTRACT: (Php 304,200.00) RFQ No. 2023-01-0104 PURPOSE: DRMD Year-End General Assembly and Strategic Planning Prepared by: Cathy Victorio	39 33 guaranteed pax	2,600.00 COMPLY	304,200.00
				TOTAL	304,200.00

(Total Amount in Words) **Three Hundred Four Thousand Two Hundred 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,  LEONARDO C. REYNOSO, CESO III Signature over Printed Name of Authorized Official Regional Director
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Fund Cluster : 101 Funds Available : 304,200.00  DANILYN T. GALAN Signature over Printed Name of Chief Accountant/Head of Accounting Accountant III - Accounting Section Head	ORS/BURS No. : 02-01101-23-02-0404 Date of the ORS/BURS: Feb. 28, 2023 Amount : 304,200.00
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NOTICE OF AWARD

February 20, 2023

ROSEWIN G. MODESTO

Authorized Representative

RICHWORLD HOTEL & RESORT CORPORATION (MAKATI PALACE HOTEL)

5011 P. Burgos corner Caceres Street, Makati City

Dear Ms. Leteracion:

We are pleased to inform you that the RFQ No. 2023-01-0104 for the Board and Lodging of the of the DRMD Year-End General Assembly and Strategic Planning is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid at a Contract Price equivalent to Three Hundred Four Thousand Two Hundred Pesos Only (Php 304,200.00)

You are therefore required to comply with the Terms and Conditions stated in the PO No. 2023-02-0112 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

Conforme:

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

RICHWORLD HOTEL & RESORT CORPORATION (MAKATI PALACE HOTEL)

Date: _____