



PURCHASE ORDER  
DSWD MIMAROPA Region  
Entity Name

Supplier : **AZTECO CORPORATION (AXIAA HOTEL)** P.O. No. : **2023-04-0353**  
 Address : **135 West Avenue, Brgy. Bungad, Quezon City** Date : **April 11, 2023**  
 TIN : **009-202-639-000** Mode of Procurement : **NP-LOV**

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


Place of Delivery : **NCR** Delivery Term : **FOB Destination**  
 Date of Delivery : **July 19-21, 2023** Payment Term : **15-30 days upon final inspection**

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pax	<b>Board and Lodging for 2 days</b> <b>2023 Regional Management Development Conference</b> Venue: NCR Date: July 19-21, 2023 Check in: July 19, 2023 / 12:00 NN Ckeck out: July 21, 2023 / 12:00 NN <b>Meals arrangements:</b> Break fast : 6:00AM (AM snack : 9:30 AM) Lunch: 12:00 NN (PM snack: 3:30 PM) Dinner: 6:00 PM <b>Provisions:</b> July 19 - Lunch, PM snack, Dinner July 20 - Breakfast, AM snack, Lunch, PM snack, Dinner July 21 - Breakfast, AM snack <b>Type of Food Serving:</b> <b>Managed Buffet</b> Breakfast, Lunch and Dinner <b>Plated Snacks</b> Menu Selection: Hotel to submit menu ( minimum of at least 2 viands, soup and dessert) one (1) week before the activity. No repeating meal per menu <b>Inclusions:</b> <b>FUNCTION ROOM ARRANGEMENTS</b> <b>Schedule of Use:</b> July 19-21, 2023; 7:00 AM - 6:00 PM Room occupancy should follow IATF guidelines and protocols Structurally sound and safe for occupancy with enough fire escapes, fire fighting equipments, CCTV, Eleveators and stairs Facilities must be PWD and Senior Citizen Friendly Airconditioned venue with air humidifiers No obstructing pillars in the conference room Session hall is free form noise which is detrimental to the event With registration area Free use of projector with screen, sound system with three (3) microphnes, electric outlets, extension cords, 2 white boards with marker and eraser, rostrum with 1 Philippine flagpole and other aminities Free Wi-Fi access for both quest and function rooms Free use of parking space Venue must have large monitor TV screen for the conference call and other necessary materials/technology for conference call at least one (1) hotel staff available at any given time during the session to assist the secretariat in logistic concerns at least one (1) hotel staff to act as marshall to remind the hotel health protocols Complimentary room for the Regional Director and Secretariat Note: 1. the End-user shall inform the Service Provider one to two weeks the exact date prior to the conduct of the activity 2. The Secretariat will provide the final list of participants in the first day of the activity 3. If the total number of participants exceedsn the guaranteed participants, the agency will be billed for the actual number ***nothing follows***  TOTAL APPROVED BUDGET FOR THE CONTRACT: (Php 180,000.00) <b>RFQ No. 2023-03-0423</b>  PURPOSE 2023 Regional Management Development Conference Prepared by: Cathy Victorio	45  36 guaranteed pax	1,799.00  COMPLY	161,910.00
			<b>TOTAL</b>		<b>161,910.00</b>

(Total Amount in Words) **One Hundred Sixty-One Thousand Nine Hundred Ten 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

Fund Cluster : **1 01**  
 Funds Available : **161,910.00**

Signature over Printed Name of Chief Accountant/Head of Accounting  
**DANILYN T. GALAN**  
 Accountant III - Accounting Section Head

ORS/BURS No. : **02101161-23-05-2213**  
 Date of the ORS/BURS: **May 05, 2023**  
 Amount : **161,910.00**



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



"Serbiyong May Puso Saan Man sa MIMAROPA"

## NOTICE OF AWARD

Date: 04 APR 2023

**AXEL JANSEN LUSUAN**  
Authorized Representative  
AZTECO CORPORATION (AXIAA HOTEL)  
135 West Avenue, Brgy. Bungad, Quezon City

Dear Mr. Lusuan:

We are pleased to inform you that the RFQ No. 2023-03-0423 for the Board and Lodging for the 2023 Regional Management Development Conference is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid at a Contract Price equivalent to One Hundred Sixty-One Thousand Nine Hundred Ten Pesos Only (Php 161,910.00).

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)

**AZTECO CORPORATION (AXIAA HOTEL)**

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

