

Supplier : <u>ODIONGAN SATO HOTEL AND RESORT CORP.</u>	P.O. No. : <u>2023-04-0410</u>
Address : <u>Tabing Dagat, Odiongan, Romblon</u>	Date : <u>April 27, 2023</u>
TIN : <u>009-193-887-000</u>	Mode of Procurement : <u>NP-LOV</u>

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

Place of Delivery : <u>Romblon</u>	Delivery Term : <u>FOB Destination</u>
Date of Delivery : <u>May 2-4, 2023</u>	Payment Term : <u>15-30 days upon final inspection</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pax	<b>Board and Lodging for 2 days</b>  <b>LSWDO Consultation Dialogue and Forum Project Proposal</b>  Venue: Romblon Date: May 2-4, 2023 Check in: May 2, 2023 / 2:00 PM Check out: May 4, 2023 / 12:00 NN NOTE: Early check in date and time for the Secretariat: May 2, 2023 ; 8:00 AM <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> May 2 - PM snack, Dinner  May 3 - Breakfast, AM snack, Lunch, PM snack, Dinner May 4 - Breakfast, AM snack, Lunch <b>Type of Food Serving:</b> <b>Managed Buffet</b> Breakfast, Lunch and Dinner <b>Plated Snacks</b> <b>Menu Selection:</b> Hotel to submit menu ( minimum of at least 2 viands, soup and dessert) No repeating meal per menu. <b>Inclusions:</b> <b>Inclusions:</b> <b>FUNCTION ROOM ARRANGEMENTS</b> <b>Schedule of Use: May 2-4, 2023;</b> 7:00 AM - 6:00 PM  Room sharing with 2-3 occupancy per room and has bed per pax with free toiletries and should follows 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 amenities. 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 Preferebly with available hotel mini-bus/vehicle Hotel must be DOT accredited 1. the End-user shall inform the Service Provider one to two weeks the exact date prior to the conduct of the activity ***nothing follows***  <b>TOTAL APPROVED BUDGET FOR THE CONTRACT:</b> (Php 334,400.00) <b>RFQ No. 2023-03-0439</b> <b>PURPOSE:</b> LSWDO Consultation Dialogue and Forum Project Proposal Prepared by: Cathy Victorio	76		
			61 guaranteed pax	8,000.00	24,000.00
				500.00	114,000.00
				1,292.00	196,384.00
				<b>TOTAL</b>	<b>334,384.00</b>

(Total Amount in Words) Three Hundred Thirty-Four Thousand Three Hundred Eighty-Four 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,  <b>LEONARDO C. REYNOSO, CESO III</b> Signature over Printed Name of Authorized Official <b>Regional Director</b>
--	--

Fund Cluster : <u>101</u> Funds Available : <u>334,384.00</u>  <b>DANILYN T. GALAN R.</b> Signature over Printed Name of Chief Accountant/Head of Accounting Accountant III - Accounting Section Head	ORS/BURS No. : <u>02-10261-23-04-207652078</u> Date of the ORS/BURS: <u>4/27/23</u> Amount : <u>334,384.00</u>
---	--

## NOTICE OF AWARD

Date: 26 APR 2023

**THELMA O. FABITO**  
Authorized Representative  
ODIONGAN SATO HOTEL AND RESORT CORP.  
Tabing Dagat, Odiongan, Romblon


Dear Ms. Fabito:

We are pleased to inform you that the RFQ No. 2023-03-0439 for the Board and Lodging for the LSWDO Consultation Dialogue and Forum Project Proposal is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid at a Contract Price equivalent to Three Hundred Thirty-Four Thousand Three Hundred Eighty-Four Pesos Only (Php 334,384.00).

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)

**ODIONGAN SATO HOTEL AND RESORT CORP.**

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