



PURCHASE ORDER
DSWD MIMAROPA Region
Entity Name

Supplier : THE LINDEN SUITES	P.O. No. : 2023-03-0162
Address : 37 San Miguel Avenue, Ortigas Center, Pasig City, Metro Manila, Philippines	Date : March 02, 2023
TIN : 005-035-641-000	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 : April 11-14, 2023	Payment Term : 15-30 days upon final inspection

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pax	Board and Lodging for 3 days Capacity Building on Disaster Response Information Management for DSWD MIMAROPA Quick Response Team Members (Marinduque and Regional Office) Venue: Metro Manila Date: April 11-14, 2023 Check in: April 11, 2023 / 2:00 PM Check out: April 14, 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: Apr 11 - PM snack, Dinner Apr 12-13 - Breakfast, AM snack, Lunch, PM snack, Dinner Apr 14 - Breakfast, AM snack, Lunch Overnight Accommodation arrangements: *Triple occupancy (3pax per room (single bad each pax) *Full board meals (no repeating meal per menu) *Air-conditioned room with hot and cold shower * One (1) complimentary room for the secretariat team and one (1) for the Resource Person (3 pax per room, single bed each pax)which is excluded to number of rooms for the participants. Function room arrangements: TIME OF USE OF CONFERENCE ROOM/SESSION HALL from April 11-14, 2023: 7:00 am - 7:00 pm *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 *Automatic Alcohol Dispenser with Stand and Thermal Scanner ***nothing follows*** TOTAL APPROVED BUDGET FOR THE CONTRACT: (Php 436,800.00) RFQ No. 2023-01-0167 PURPOSE: Capacity Building on Disaster Response Information Management for DSWD MIMAROPA Quick Response Team Members (Marinduque and Regional Office) Prepared by: Cathy Victorio	56 50 guaranteed pax COMPLY	2,500.00	420,000.00
			NOT COMPLY		
				TOTAL	420,000.00


(Total Amount in Words) **Four Hundred Twenty Thousand 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 : **420,000.00**


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

ORS/BURS No. : **02-61101-2303-0796**
Date of the ORS/BURS: **Mar. 8, 2023**
Amount : **420,000.00**



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



"Serbiyong May Puso Saan Man sa MIMAROPA"

NOTICE OF AWARD

March 1, 2023

CAMILLE M. CENTENO

Authorized Representative

THE LINDEN SUITES

37 San Miguel Avenue, Ortigas Center, Pasig City, Metro Manila, Philippines

Dear Ms. Centeno:

We are pleased to inform you that the RFQ No. 2023-01-0167 for the Board and Lodging of the Capacity Building on Disaster Response Information Management for DSWD MIMAROPA Quick Response Team Members (Marinduque and Regional Office) is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid at a Contract Price equivalent to Four Hundred Twenty Thousand Pesos Only (Php 420,000.00).

You are therefore required to comply with the Terms and Conditions stated in the PO No. 2023-03-0162 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)

THE LINDEN SUITES

Date: _____

