
MEMORANDUM FOR THE REGIONAL DIRECTOR

FROM : THE AREA COORDINATOR
Rizal, Palawan

SUBJECT : REQUEST FOR AMENDMENT OF DATE

DATE : 28 APRIL 2023

This refers to the previously approved Project Proposal setting the date of conduct of the *activity* on/from 10 May 2023 to 30 MAY 2023. The undersigned respectfully requests for an amendment of the above date, to wit:

Activity / Venue	Approved Date	Amended Date
Sustainability Planning Workshop	10 May 2023	16 May 2023
Municipal Accountability Reporting	11 May 2023	17 May 2023
CVT Training, Procurement, Infrastructure, Safety and Finance	16-17 May 2023	30-31 May 2023
Operations and Maintenance Training	30 May 2023	1 June 2023

The above amendment is requested due to the following reasons:

1. Participants from BLGU / LGU / Community Volunteers were unavailable due to conflicting schedule of activities of the LGU;
2. Various activities such as Barangay Accountability Reporting, Forming of O&M Group are prerequisites prior to the conduct of the above mentioned activities;
3. Thorough preparation is needed for effective and efficient implementation of the above mentioned activities.
4. *Or other such acceptable justification.*

In view of the above, this request is respectfully submitted.


RAINHEART ARCE

Endorsed by:


ATTY. ALDRIN F. BANDAL
RPC – KALAHI-CIDSS

Recommending Approval:


SHEILA S. TAPIA
OIC-ARDO and DC, Promotive Services

APPROVED / DISAPPROVED:


LEONARDO C. REYNOSO, CESO III
Regional Director



DSWD MIMAROPA Region
PURCHASE ORDER

Supplier : 2K'S CATERING SERVICES	P.O. No. : KC-2023-05-0078
Address : CAMPONG ULAY, RIZAL, PALAWAN	Date : 09 May, 2023
TIN : 931-416-838-000	Mode of Procurement : SHOPPING FOR NON-CONSULTING SERVICES

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

Place of Delivery : Rizal, Palawan	Delivery Term : FOB Destination
Date of Delivery : Proposed date	Payment Term : Government Procedure

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pax	Activity: Catering Services for Sustainable Planning Workshop	45	490.00	22,050.00
		Date: 10 May 2023			
		Guaranted pax: 41			
		Venue: Rizal, Palawan			
		Meals: 1 Meal (Lunch) & 2 Snacks (AM and PM)			
		Plated: Snacks for AM and PM with beverage			
		Lunch: Buffet (3 Main dish with soup, dessert and beverages)			
		Note: Different Set of Dishes per day			
2	pax	Activity: Catering Services for Municipal Accountability Reporting	40	490.00	19,600.00
		Date: 17 May 2023			
		Guaranted Pax: 36			
		Venue: Rizal, Palawan			
		Meals: 1 Meal (Lunch) & 2 Snacks (AM and PM)			
3	pax	Activity: Catering Service for Community Volunteers Training	79	490.00	38,710.00
		Date: 30 May 2023			
3	pax	Date: 31 May 2023	79	490.00	38,710.00
		Guaranted Pax: 71 per conduct of activity			
4	pax	Activity: Catering Service for Operations and Maintenance Training	57	490.00	27,930.00
		Date: 1 June 2023			
		Guaranted Pax: 51			
		Venue: Rizal, Palawan			
		Meals: 1 Meal (Lunch) & 2 Snacks (AM and PM)			
		Plated: Snacks for AM and PM with beverage			
		Lunch: Buffet (3 Main dish with soup, dessert and beverages)			
		Note: Different Set of Dishes per day			
		Nothing follows Page 1 of 1			
		PR# KC-2023-04-0105			
		Approved Budget for the Contract: Php150,000.00			
		Catering Services for Learning and Development Interventions on Community Empowerment Activity Cycle (CEAC) in National Community Driven Development Program (NCDDP); Additional Financing for Local Government Units (LGU) and Community Volunteers of Municipality of Rizal, Palawan			
		Prepared by: Sheiwe Ann M. Domingo			

(Total Amount in Words)	One Hundred Forty-Seven Thousand Pesos Only	TOTAL	147,000.00
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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: _____
Signature over Printed Name of Supplier

Very truly yours,
LEONARDO C. REYNOSO, CESO III
Signature over: Printed Name of Authorized Official
Regional Director

Date: _____

Fund Cluster : 102		ORS/BURS No. : 02-MIMAROPA-2023-05-0103
Funds Available : 147,000.00		Date of the ORS/BURS : May 10, 2023
	Signature over Printed Name of FA III, Accounting Section	Amount : 147,000.00



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



NOTICE OF AWARD

Date: _____

NANCY BUNGALSO SUSUSCO
Proprietress
2K'S CATERING SERVICES
Campong Ulay, Rizal, Palawan

Dear **Ms. Sususco**,

We are pleased to inform you that the RFQ No. KC-2023-04-0105 for the "Catering Services for Learning and Development Interventions on Community Empowerment Activity Cycle (CEAC) in National Community Driven Development Program (NCDDP); Additional Financing for Local Government Units (LGU) and Community Volunteers of Municipality of Rizal, Palawan" is hereby awarded to you at a Contract Price equivalent to **One Hundred Forty-Seven Thousand Pesos Only (Php147,000.00)**.

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

Conformed:

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

2K'S CATERING SERVICES

Date: _____

