



DSWD MIMAROPA Region
PURCHASE ORDER

Supplier: ST. GILES HOTEL MAKATI
 Address: MAKATI AVE., COR. KALAYAAN AVE., MAKATI CITY
 TIN: 240-029-776-00000
 P.O. No.: KC-2023-06-0121
 Date: 26 June, 2023
 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: Within Metro Manila
 Date of Delivery: October 25-27, 2023
 Delivery Term: FOB Destination
 Payment Term: Government Procedure

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pax	Board and Lodging with meals for 3 days/2 nights Meals : AM Snack, Lunch, PM Snack and Dinner Plated: AM and PM Snacks (with cold beverage) Buffet : Breakfast, Lunch & Dinner (Minimum of 3 viands with soup, dessert/fruits and cold drinks, no repetition of meals) Title of the Activity: CDD Stakeholders Forum Preferred Venue: Within Metro Manila Date of Activity: October 25-27, 2023 Guaranteed Pax: 81 pax Check In Date and Time: October 25, 2023 ; 1:00 PM Check Out Date and Time: October 27, 2023 : 12:00 NN Airconditioned Room double or triple Sharing with individual bed per pax and free toiletries Meal Schedule: October 25, 2023 : Lunch, PM Snacks and Dinner October 26, 2023 : Breakfast, AM Snacks, Lunch, PM Snacks and Dinner October 27, 2023 : Breakfast and AM Snacks Type of Food Serving: Menu Selection: Hotel to submit menu with minimum of at least 3 viands, soup, dessert/fruits and cold drinks. Should include vegetables per meal. No repeating meal per menu and with flexibility to participants with food restrictions. Inclusion: 1. One (1) night complimentary superior room to be used by the organizers 2. Free use of Airconditioned Conference Room. Can accommodate more than 60 pax and free from noise which is detrimental to the event. 3. Airconditioned Conference Room can be use starting 9:00am of Day 1 for arriving participants. 4. No obstructing pillars in the conference room. 5. Availability of electric outlets and free use of extension cords. 6. With audio system and at least 5 microphones. 7. Free use of projector and whiteboards. 8. Free use of reliable and uninterrupted wifi connection. 9. Free use of parking space. 10. Free flowing coffee and drinking water. 11. Facilities must be PWD and Senior Citizen Friendly 12. Must be structurally sound, have fire escapes and firefighting equipments and CCTV 13. Free Tarpaulins/Backdrops (1-inside & 1-outside of conference hall) 14. Free use of facilities and amenities (if applicable) NOTE: Hotel/Restaurants/Resorts should not be offering short term lodging associated with motel and should not be situated beside or across gambling establishment shops, night clubs, funeral parlors, mortuaries and other similar alike. ***Nothing follows*** Page 1 of 1 PR# <u>KC-2023-06-0149</u> Approved Budget for the Contract: Php468,000.00 Board and Lodging with meals for the conduct of Community Driven Development Stakeholders' Forum Prepared by: Sheiwe Ann M. Domingo	90 <i>2 DAYS</i>	2,500.00	450,000.00

(Total Amount in Words) Four Hundred Fifty Thousand Pesos Only TOTAL 450,000.00

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, *[Signature]*
LEONARDO C. REYNOSO, CESO III
 Signature over Printed Name of Authorized Official
 Regional Director

Fund Cluster: 102
 Funds Available: 40,000.00
 Signature over Printed Name of AO V, FA III, Accounting Section: *[Signature]*
DANIEL M. RIO JR.
 ORS/BURS No.: 02-102101-2023-04-0002
 Date of the ORS/BURS: JUNE 27, 2023
 Amount: 40,000.00

NOTICE OF AWARD

Date: 23 JUN 2023

MARY SUNSE LEOPANDO

Authorized Representative
ST. GILES HOTEL MAKATI
Makati Ave., Cor. Kalayaan Ave., Makati City

Dear **Ms. Leopando**,


We are pleased to inform you that the RFQ No. KC-2023-06-0149 for the "Board and Lodging with meals for the conduct of Community Driven Development Stakeholders' Forum" is hereby awarded to you as the Responsive Bidder with a Rating Factor of 90.48% at a Contract Price equivalent to **Four Hundred Fifty Thousand Pesos Only (Php450,000.00)**.

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)

ST. GILES HOTEL MAKATI

Date: _____