



PURCHASE ORDER  
DSWD MIMAROPA Region  
Entity Name

Supplier: **COUNTRY CHATEAU HOTEL**  
Address: **J.P. RIZAL ST., MAHARLIKA WEST, TAGAYTAY CITY**  
TIN: \_\_\_\_\_  
P.O. No.: **2023-09-0829**  
Date: **September 19, 2023**  
Mode of Procurement: **NP-LOV**

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

Place of Delivery: **CAVITE, LAGUNA, and RIZAL**  
Date of Delivery: **September 27-29, 2023**  
Delivery Term: **FOB Destination**  
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>Policy and Plans Division Performance Review and Evaluation (PPD PREW) cum Staff Development</b> Venue: CAVITE, LAGUNA, and RIZAL Date: September 27-29, 2023 Check in: September 27, 2023 / 12:00 NN Check out: September 29, 2023 / 2:00 PM <b>Room sharing: TRIPLE SHARING</b> <b>Meal schedule</b> September 27- PM snack, Dinner September 28- Breakfast, AM snack, Lunch, PM snack, and Dinner September 29- Breakfast, AM snack, Lunch <b>Type &amp; Time of serving: Buffet Meals &amp; Plated Snacks</b> Breakfast - 6:00 AM AM snack - 9:00 AM Lunch - 12:00 NN PM snack - 3:00 PM Dinner - 6:00 PM <b>Service provider to provide menu meals</b> Serve fresh juice and nor powdered juice Serve high fiber veggies, less salty & less sweets, fish, less pork & beef, chicken healthy foods and fruits for dessert <b>INCLUSIONS:</b> Free use of Airconditioned Conference room ( can accommodate the total pax or more and free from noise which is detrimental to the event) <b>Schedule of use of function room-</b> September 27, 2023 - 12:00 PM - 6:00 PM September 28, 2023 - 7:00 AM - 6:00 PM September 29, 2023 - 7:00 AM - 2:00 PM Room occupancy should follow ATF guidelines and protocols Structurally sound and safety for occupancy with enough fire escapes, firefighting equipment. CCTV, elevators and stairs Facilities must be PWD and Senior Citizen Friendly Air-conditioned venue with air humidifiers No obstructing pillars in the conference room 6. The session hall/conference room is free from nose WIC is detrimental to the event meeting With registration area Free use of telephone line, projector w/ screen, speaker podium, sound system w/ 20 microphones, electric outlets, extension cords, whiteboard and whiteboard marker & eraser and other amenities Free Wi-Fi access for both guest and function rooms Free use of parking space Venue must be in new-normal setup With provision Of acrylic barriers, alcohol and sanitizers and extra face masks for the participants, Q meter-distancing among the participants 12. Venue must have a large monitor TV screen for the conference call and other necessary materials/technology for conference call 13. At least one (1) hotel staff/attendant available at any given time during the session to assist the secretariat in logistical concerns 14. At least one (1) hotel staff/attendant to act as marshal to remind the hotel health protocols 15. Free complimentary room for the Regional Director and the Secretariat 16. provision of advance party for the secretariat team 17. Preferably with available hotel mini-bus/vehicle Note: 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: (Php 168,000.00)</b> <b>RFQ No: 2023-07-0995</b> <b>PURPOSE: Policy and Plans Division Performance Review and Evaluation (PPD PREW) cum Staff Development</b> Prepared by: Cathy Victorio	35 30 guaranteed pax	2,200.00	154,000.00	
				Triple Sharing  We will comply  Soup Steamed rice 2 main course vegetables dessert drinks  3 pcs microphones  We will comply  LCD Projector w/ white screen  Not comply		
				<b>TOTAL</b>	<b>154,000.00</b>	

(Total Amount in Words) **One Hundred Fifty-Four 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 items.

Conforme:  
  
**Maria Concepcion S. Purinagan**  
General Manager  
Signature over Printed Name of Supplier  
9/27/23  
Date

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

Fund Cluster : 101  
Funds Available : 154,000.00  
  
**DANILYN T. GALAN**  
Signature over Printed Name of Chief Accountant/Head of Accounting  
Accountant III - Accounting Section Head

ORS/BURS No.: 02-10101-23-09-0426  
Date of the ORS/BURS: Sept 20, 2023  
Amount: 154,000.00

## NOTICE OF AWARD

Date: SEP 18 2023

**MARIA CONCEPCION TURINGAN**  
Authorized Representative  
COUNTRY CHATEAU HOTEL  
J.P. RIZAL ST., MAHARLIKA WEST, TAGAYTAY CITY

Dear Ms. Turingan,

We are pleased to inform you that the RFQ No. 2023-07-0995 for the Board and Lodging for the Policy and Plans Division Performance Review and Evaluation (PPD PREW) cum Staff Development is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid at a Contract Price equivalent to One Hundred Fifty-Four Thousand Pesos Only (Php 154,000.00).

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

Conforme:

  
Maria Concepcion S. Turingan  
General Manager

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

**COUNTRY CHATEAU HOTEL**

Date: 9/27/23