



PURCHASE ORDER  
DSWD MIMAROPA Region  
Entity Name:

Supplier : BERJAYA MAKATI HOTEL  
Address : 7835 Makati Ave, Makati City  
TIN : 007-528-165-000

P.O. No. : 2023-09-0862  
Date : September 29, 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 : Metro Manila  
Date of Delivery : October 3-6, 2023

Delivery Term : FOB Destination  
Payment Term : 15-30 days upon final inspection

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		<b>Board and Lodging</b> Protective Service Division's (PSD) Year-End Assessment and Planning Workshop CY 2023 Venue: Metro Manila Date: October 3-6, 2023		COMPLIED	
1	pax	Board and Lodging for 3 days	56	2,000.00	336,000.00
2	pax	Board and Lodging for 1 days Check in: October 3, 2023 / 1:00 PM Check out: October 5, 2023 / 12:00 NN Room sharing: Airconditioned room, double / triple sharing with individual bed per pax and free toiletries, with hot and cold shower, w/ cable TV, free WiFi, Telephone, towel, toothpaste, & soap, and slipper provided <b>Meal schedule</b> Oct. 3: PM snack (2:00 PM), Dinner Oct. 4-5: Breakfast, AM snack, Lunch, PM snack, and Dinner Oct. 6: 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>Menu Section:</b> Hotel to submit menu (Minimum of atleast 2 viands, rice, soup, desserts, and drinks) NO repeating meal per menu. Food to be served should have vegetables and fruits and can adjust for Muslim and non-pork eaters, people with allergies <b>Other Inclusions:</b> Free use Air-conditioned Conference Room (can accommodate maximum Of 60 pax per conference room and free from noise which is detrimental to the event) Free flowing coffee/chocolate/tea, drinking water, candies and pick-a-picks No obstructing pillars in the conference room Availability of electric outlets and free use Of extension cords and white boards, big posting board In-house technician available in the conference hall all though out the activity for technical support and trouble shooting issues during the event With free LAN Internet/ WIFI connections and Free use of parking space Facilities must be PWD and Senior Citizen Friendly Must be structurally sound, have fire escapes and fire-fighting equipment and CCTV Table and chairs are enough for participants and arrangement follows safety protocols in effect. Complementary Welcome Tarpaulin for backdrop of the function Technician on standby for assistance. Complementary socialization night. Free hygienic alcohol in the common areas and conference rooms for the whole duration Of the event.  ***nothing follows*** TOTAL APPROVED BUDGET FOR THE CONTRACT: (Php 427,500.00) RFQ No: <u>2023-09-1167</u> PURPOSE: Protective Service Division's (PSD) Year-End Assessment and Planning Workshop CY 2023 Prepared by: Cathy Victorio	53 guaranteed pax 3	3,667.00	11,001.00
			<b>TOTAL</b>		<b>347,001.00</b>

(Total Amount in Words) Three Hundred Forty-Seven Thousand One 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  
Mary D. Limbo  
Date  
Oct 2, 2023

Very truly yours,  
  
LEONARDO C. REYNOSO, CESO III  
Signature over Printed Name of Authorized Official  
Regional Director 6

Fund Cluster : 1  
Funds Available : 347,001.00  
  
DANILYN CABALAN  
Signature over Printed Name of Chief Accountant/Head of Accounting  
Accountant III - Accounting Section Head

ORS/BURS No. : 2023-09-6796/6797/6798  
Date of the ORS/BURS : 09/29/23  
Amount : ₱ 347,001.00

## NOTICE OF AWARD

Date: SEP 28 2023

**MARY D. LIMBO**  
Authorized Representative  
BERJAYA MAKATI HOTEL  
7835 Makati Ave. Makati City

Dear Ms. Limbo:

We are pleased to inform you that the RFQ No. 2023-09-1167 for the Protective Service Division's (PSD) Year-End Assessment and Planning Workshop CY 2023 is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid at a Contract Price equivalent to THREE HUNDRED FORTY-SEVEN THOUSAND ONE PESOS ONLY (Php 347,001.00).

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:

Mary D. Limbo / Sales Manager  
(Signature over Printed Name of Bidder's Authorized Representative)

**BERJAYA MAKATI HOTEL**

Date: Oct 2, 2023

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