



**PURCHASE ORDER**  
**DSWD MIMAROPA Region**  
 Entity Name

Supplier : <u>THE SELAH GARDEN HOTEL INC.</u>	P.O. No. : <u>2023-11-0970</u>
Address : <u>2715 Park Ave. San Rafael Pasay</u>	Date : <u>November 10, 2023</u>
TIN	Mode of Procurement : <u>NP-LQV</u>

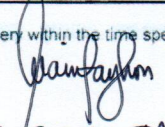
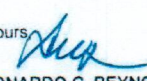
Gentlemen,  
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

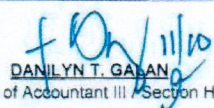
Place of Delivery : <u>Metro Manila</u>	Delivery Term : <u>FOB Destination</u>
Date of Delivery : <u>November 14-17, 2023</u>	Payment Term : <u>15-30 days upon final inspection</u>

STOCK Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pax	<b>Board and Lodging (4 days and 3 nights)</b> <b>TRAINING FOR ADMINISTRATIVE STAFF ON RECORDS AND PROPERTY MANAGEMENT</b>  Preferred Venue: Hotel within Metro Manila Date of Activity: November 14-17, 2023 Check In Date and Time: November 14, 2023, 12nn Tuesday Check Out Date and Time: November 17, 2023 12nn Friday Room Sharing: Airconditioned Room, Twin/Triple Sharing with Individual bed per pax and complete toiletries  <b>MEAL SCHEDULE:</b> November 14, 2023: Lunch, PM Snack and Dinner November 15-16, 2023: Breakfast, AM Snack, Lunch, PM Snack and Dinner November 17, 2023: Breakfast and AM Snack  <b>TYPE OF FOOD SERVING:</b> Managed Buffet Breakfast, Lunch and Dinner Plated Snacks Menu Selection: Hotel to submit Menu (minimum of rice, 2 viands, 1 vegetable, side dish, soup, dessert, drinks) upon submission of RFQ No repeating meal per menu  <b>INCLUSION:</b> Free Use of Airconditioned Conference Room (can accommodate the total number of pax and free from noise which is detrimental to the event) Free flowing coffee, drinking water and candies No obstructing pillars in the conference room Availability of electric outlets and free use of extension cords With audio system and at least three (3) wireless microphones Free use of projectors and whiteboards with whiteboards markers With free strong wifi connections Free use of parking space Facilities must be PWD and Senior Citizen Friendly Must be structurally sound, have fire escapes and firefighting equipments and CCTV Food to be served should have vegetables and fruits and can adjust for Muslim and non pork eaters Free one (1) Complimentary Room for the Secretariat 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 like *****Nothing Follows***** page 1 of 1  Approved Budget for the Contract: Php174,000.00 PR No. 2023-11-1382 Purpose: Board and Lodging for the conduct of Training for Administrative Staff on Record and Property Management on November 14-17, 2023 Prepared by: Emma Joy C. Nolasco	29 <small>27 Guaranteed pax</small>	2,000.00	174,000.00

(Total Amount in Words)	<b>ONE HUNDRED SEVENTY FOUR THOUSAND PESOS ONLY</b>	<b>174,000.00</b>
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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:  <div style="text-align: center;">   <b>MARO CLARINE TRAYTON</b>            Signature over Printed Name of Supplier   <u>11/13/23</u>            Date         </div>	Very truly yours,  <div style="text-align: center;">   <b>LEONARDO C. REYNOSO, CESO III</b>            Signature over Printed Name of Authorized Official   <u>Regional Director</u> </div>
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Fund Cluster : <u>01-101</u> Funds Available : <u>174,000.00</u>  <div style="text-align: center;">   <b>DANILYN T. GALAN</b>            Signature over Printed Name of Accountant III / Section Head, Accounting Section         </div>	ORS/BURS No. : <u>2023-11-1920</u> Date of the ORS/BURS: <u>Nov. 10, 2023</u> Amount : <u>174,000.00</u>
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## NOTICE OF AWARD

Date: 10 NOV 2023

**MS. MARY CLAIRE C. TAYHON**  
Authorized Representative  
THE SELAH GARDEN HOTEL INC.  
2715 Park Ave., San Rafael Pasay

Dear **Ms. Tayhon**:

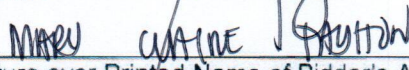
We are pleased to inform you that the RFQ No. 2023-11-1382 for "Board and Lodging for the conduct of Training for Administrative Staff on Records and Property Management on November 14-17, 2023" is hereby awarded to you as the Bidder with the Single Calculated Responsive Bid at a Contract Price equivalent to **One Hundred Seventy Four Thousand Pesos Only (Php174,000.00)**.

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:

  
MARY CLAIRE C. TAYHON  
(Signature over Printed Name of Bidder's Authorized Representative)

**THE SELAH GARDEN HOTEL INC.**

Date: 11/13/2023



Philippine Government Electronic Procurement System

Central Portal for  
Philippine Government  
Procurement Opportunities

**Award Notice Abstract (Ref No.: 4501522)**

**Status: Updated**

<p><b>Control Number:</b> 2023-11-1382</p> <p><b>Approved Budget:</b> Php174,000.00</p> <p><b>Procurement Mode:</b> Negotiated Procurement - Lease of Real Property (Sec. 53.10)</p> <p><b>Classification:</b> Goods - General Support Services</p> <p><b>Category:</b> Travel, Food, Lodging and Entertainment Services</p> <p><b>Applicable Procurement Rules:</b> Implementing Rules and Regulations</p> <p><b>Funding Source:</b> Government of the Philippines (GOP)</p> <p><b>Funding Instrument:</b> General Appropriations Act</p> <p><b>Contract Duration:</b> 4Day/s</p> <p><b>Contact Person:</b> Harvy Calabio</p> <p><b>Created By:</b> Harvy Calabio</p>	<p><b>DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - REGION IV-B</b> 1680 Benitez corner Malvar St. Malate, Manila Manila Metro Manila, NCR, Philippines</p> <p><b>Board and Lodging for the conduct of Training for Administrative Staff on Records and Property Management on 14-17 November 2023</b></p> <p><b>Awardee :</b> THE SELAH GARDEN HOTEL, INC <b>Address :</b> 2715 Park Ave., San Rafael, Pasay</p> <p><b>Contact Person :</b> Mary Claire C. Tayhon <b>Designation :</b> Authorized Representative</p> <table border="1"> <thead> <tr> <th colspan="3">Line Item</th> </tr> <tr> <th>#</th> <th>Product/Service/Project Name</th> <th>Budget</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Board and Lodging, Training for Administrative Staff on Records and Property Management on 14-17 November 2023, 90111601, 1, Lot</td> <td>Php174,000.00</td> </tr> </tbody> </table> <p><b>Reason for Award :</b> Sole responsive bidder.</p>	Line Item			#	Product/Service/Project Name	Budget	1	Board and Lodging, Training for Administrative Staff on Records and Property Management on 14-17 November 2023, 90111601, 1, Lot	Php174,000.00	<p><b>Award Type:</b> Award Notice</p> <p><b>Contract Amount:</b> Php174,000.00</p> <p><b>Award Date:</b> 10-Nov-2023</p> <p><b>Publish Date:</b> 15-Nov-2023</p> <p><b>Date Last Updated:</b> 15-Nov-2023</p> <p><b>Contract Number:</b> 2023-11-0970</p> <p><b>Proceed Date:</b> 13-Nov-2023</p> <p><b>Contract Effectivity Date:</b> 14-Nov-2023</p> <p><b>Contract End Date:</b> 17-Nov-2023</p> <p><b>Created By:</b> Harvy B. Calabio</p> <p><b>Date Created:</b> 15-Nov-2023</p> <p><b>Approver:</b> Harvy B. Calabio</p> <p><b>View Documents:</b> 3</p>
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