



## NOTICE OF AWARD

Date: 22 NOV 2023

MARY ANN BORBE  
Authorized Representative  
REDHOTEL INC.  
627 EDSA Ave. Cubao, Quezon City

Dear Ms. Borbe

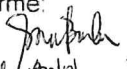
We are pleased to inform you that the RFQ No. 2023-11-1389 for "Board and Lodging for the conduct of EPAHP-RPMO Strategic Planning Workshop" is hereby awarded to you as the Bidder with the Single Calculated Responsive Bid at a Contract Price equivalent to Two Hundred Forty-Five Thousand Pesos (Php 245,000.00).

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

REDHOTEL INC.

Date: Dec 4, 2023

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DSWD Field Office MIMAROPA, 1680 F. T Benitez cor Malvar Sts., Malate, Manila  
Website: <http://www.fo4b.dswd.gov.ph> Tel Nos : 5328-5111, 5328-5112, 5328-5113, 5328-5114, 5328-





**PURCHASE ORDER**  
DSWD MIMAROPA Region  
Entity Name

<b>Supplier</b> REDHOTEL INC. <b>Address</b> 627 EDSA Ave. Cubao, Quezon City <b>TIN</b> 009-762-371-000	<b>P.O No</b> 2023-11-1007 <b>Date</b> : November 23, 2023 <b>Mode of Procurement</b> : NP-LOV
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**Gentlemen**  
Please furnish this Office the following articles subject to the terms and conditions contained herein

<b>Place of Delivery</b> Metro Manila <b>Date of Delivery</b> December 5-7, 2023	<b>Delivery Term</b> FOB Destination <b>Payment Term</b> 15-30 days upon final inspect
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Stock Property No	Unit	Description	Quantity	Unit Cost	Amount
1	pax	Board and Lodging for 3 days ( 6 Meals & 5 Snacks) Title of the Activity Board and Lodging for the conduct of EPAHP-RPMO Strategic Planning Workshop Preferred Venue Hotel within Metro Manila Date of Activity December 5-7, 2023 Guaranteed Pax 45 pax No of Night 2 nights Check In Date and Time December 5, 2023, 9:00 AM Check Out Date and Time December 9, 2023, 12:00 PM Room Sharing Airconditioned Room Triple Sharing with individual bed per pax and free toiletries Meal Schedule: December 5, 2023: Lunch at 12:00 pm, PM Snacks at 2:30 pm, Dinner at 6:00 pm December 6, 2023: Breakfast at 6 am, AM Snacks at 9:30am, Lunch at 12 noon, PM Snack at 2:30 pm and Dinner at 6 pm December 7, 2023: Breakfast at 6 am, AM Snacks at 9:30am, Lunch at 12 noon Type of Food Serving Managed Buffet Breakfast, Lunch and Dinner Plated Snacks Menu Selection: The hotel to submit menu 4 main dish including vegetables, soup, dessert No repeating meal per menu Inclusion Free use of Airconditioned Conference Room (can accommodate more than 50 pax and free from noise which is detrimental to the event) Unlimited free coffee/chocolate/tea and drinking water With audio system and at least 4 microphones Free use of projector and whiteboards Atleast 1 Hotel staff available at any given time during session to assist the Secretariat with Logistics Concern Free use of parking space Facilities must be PWD and Senior Citizen Friendly sound, have fire escapes and firefighting Must be structurally equipment, have fire escapes and firefighting equipment and CCTV Food to be served should have vegetables and fruits and can be adjusted for Muslims and nonpork eaters FREE 2 COMPLIMENTARY ROOM FOR THE VIP GUEST ( will be utilized if the guest will stay in the venue during the activity) The Secretariat will provide the final list of participants in the first day of the activity Free Tarpaulin/Backdrop (8Lx4H, Design to be sed by organizer) FUNCTION ROOM ARRANGEMENT TIME TO USE OF CONFERENCE HALL FROM DECEMBER 5-7, 2023, 6 AM TO 8:30 PM Free use of function hall and other amenities No obstructing pillars in the conference room Availability of electric outlets and free use of extension cords Table and chairs Classroom type with cloth With free strong wifi connections Free use of projector and whiteboards, marker and eraser, Rostrum with 1 Philippines Flagpole and other amenities Free ballpen/pencil and notepad for the participants Free use of facilities and amenities (if applicable) NOTE: Hotels/Restaurants/Resorts should not be offering short-term lodging associated with the motel and should not be situated beside or across gambling establishment shops, nightclubs, funeral parlors, mortuaries, and other similar like NOTE: IF THE TOTAL NUMBER OF THE PARTICIPANTS EXCEEDS THE GUARANTEED PARTICIPANTS, THE AGENCY WILL BE BILLED FOR THE ACTUAL NUMBER BUT NOT MORE THAN THE MAXIMUM NO. OF PARTICIPANTS ***nothing follows*** TOTAL APPROVED BUDGET FOR THE CONTRACT (Php 245,000.00) RFQ: 2023-11-1389 Purpose: Board and Lodging for the conduct of EPAHP-RPMO Strategic Planning Workshop Prepared by: Mark Anthony A. Luz	45	2,500.00	245,000.00
			45 guaranteed pax		
			<b>TOTAL</b>		245,000.00

(Total Amount in Words) **Two Hundred Forty Five 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 item/s.

Conforme

Signature over Printed Name of Supplier  
 Date: Dec 4, 2023

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

<b>Fund Cluster</b> : 101 <b>Funds Available</b> : 245,000.00  DANILYN T. GALAN Signature over Printed Name of Accountant Head of Accounting Accountant III - Accounting Section Head	<b>ORS/BURS No.</b> : 02-10101-2023-11-8341/6942 <b>Date of the ORS/BURS</b> : 11/29/2023 <b>Amount</b> : 245,000.00
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