



PURCHASE ORDER
DSWD MIMAROPA Region
 Entity Name

Supplier : <u>BERJAYA MAKATI HOTEL</u>	P.O. No. : <u>2023-11-0991</u>
Address : <u>7835 Corner Eduque St. Makati City</u>	Date : <u>November 17, 2023</u>
TIN : <u>007-528-165-000</u>	Mode of Procurement : <u>NP-LOV</u>

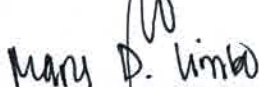

Gentlemen:
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

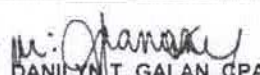
Place of Delivery : <u>Hotel within Makati City</u>	Delivery Term : <u>Full Term</u>
Date of Delivery : <u>Novemver 23-24, 2023</u>	Payment Term : <u>15-30 days upon final inspection</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pax	Board and Lodging for 1 day (3 Meals & 2 Snacks) Title of the Activity: <u>Conduct of LGU Centers Conference</u> Preferred Venue: <u>Makati City</u> Date of Activity: <u>November 23-24, 2023</u> No. of Pax: <u>30 pax (guaranteed pax 25)</u> Approved Budget for the Contract: <u>Php 78,000.00</u> Check In Date and Time: <u>November 23, 2023; 12PM</u> Check Out Date and Time: <u>November 24, 2023; 12PM</u> Meal Schedule: November 23, 2023: <u>PM Snacks and Dinner</u> November 24, 2023: <u>Breakfast, AM Snacks, Lunch</u> Time of use: <u>7:00 am to 6:00 pm</u> Inclusion: Type of Food Serving 1. <u>Managed Buffet Breakfast, Lunch and Dinner</u> 2. <u>Plated Snacks</u> 3. <u>Menu Selection: Hotel to submit menu (minimum of at least 2 viands soup and dessert)</u> 4. <u>No repeating meal per menu</u> 5. <u>Free use of Airconditioned Conference Room (can accommodate more than 30 pax and free from noise which is detrimental to the event)</u> 6. <u>Room occupancy should follow IATF guidelines and protocols</u> 7. <u>Structurally sound and safe for occupancy with enough fire escapes, fire fighting equipment, CCTV, elevators, and stairs</u> 8. <u>Facilities must be PWD and Senior Citizen Friendly</u> 9. <u>Airconditioned venue with air humidifiers</u> 10. <u>No obstructing pillars in the conference room</u> 11. <u>The session hall/conference room is free from noise w/c is detrimental to the event/ meeting</u> 12. <u>With registration area</u> 13. <u>Free use of telephone line, projector w/ screen, speaker podium, sound system w/ 2 microphones, electric outlets, extension cords, and whiteboard marker & eraser and other amenities</u> 14. <u>Free Wi-Fi access for both guest and function rooms</u> 15. <u>Free use of parking space</u> 16. <u>At least one (1) hotel staff/attendant available at any given time during the session to assist the secretariat in</u> 17. <u>Food to be served should have vegetables and fruits and can be adjusted for Muslims and nonpork eaters</u> 18. <u>Free one (1) complimentary room for the Regional Director</u> 19. <u>Free unlimited coffee and drinking water</u> >>> NOTHING FOLLOWS <<< NOTE: <u>Note: End-user shall inform the Service Provider one to two weeks the exact date prior to the conduct of the activity</u> 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 Approved Budget for the Contract: <u>Php 78,000.00</u> PR No.: <u>2023-10-1264</u> Purpose: <u>Board and Lodging for the Conduct of LGU Centers Conference</u> Prepared by: <u>Mark Anthony A. Luz</u>	30	2,600.00	78,000.00
			25 guaranteed pax		

(Total Amount in Words)	Seventy Eight Thousand Pesos Only	78,000.00
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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;">  <u>Mary D. Limbo</u> Signature over Printed Name of Supplier Date: <u>November 20, 2023</u> </div>	Very truly yours, <div style="text-align: center;">  <u>LEONARDO C. REYNOSO, CESO III</u> Signature over Printed Name of Authorized Official <u>Regional Director</u> </div>
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Fund Cluster : <u>1 01</u> Funds Available : <u>78,000.00</u> <div style="text-align: center;">  <u>DANILYN T. GALAN, CPA</u> Signature over Printed Name of Accountant III/ Head, Accounting </div>	ORS/BURS No. : <u>024101-2023-11-8124</u> Date of the ORS/BURS: <u>Nov 20, 2023</u> Amount : <u>78,000.00</u>
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NOV 16 2023

NOTICE OF AWARD

Date: _____


MARY D. LIMBO
Authorized Representative
BERJAYA MAKATI HOTEL
7835 Corner Eduque St.
Makati City

Dear Ms. Limbo

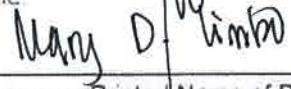
We are pleased to inform you that the RFQ No. 2023-10-1264 for "Board and Lodging for the Conduct of LGU Centers Conference" is hereby awarded to you as the Bidder with the Single Calculated Responsive Bid at a Contract Price equivalent to Seventy Eight Thousand Pesos Only (Php 78,000.00)

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:



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

BERJAYA MAKATI HOTEL

Date: November 20, 2023

