



NOTICE OF AWARD

Date: NOV 20 2023

MARY SUNSE LEOPANDO
Authorized Representative
ST. GILES HOTEL
Makati Ave. Cor. Kalayaan Ave, Poblacion Makati

Dear Ms. Leopando:

We are pleased to inform you that the RFQ No. 2023-10-1349 for the Quarterly Meeting Meeting of RJJWC MIMAROPA is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid at a Contract Price equivalent to TWO HUNDRED TWENTY NINE THOUSAND FIVE HUNDRED PESOS ONLY (229,500.00).

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 *A*

Conforme:

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

ST. GILES HOTEL

Date: November 23, 2023

PAGE 1 of 1





PURCHASE ORDER
DSWD MIMAROPA Region
Entity Name

| | |
|--|---|
| Supplier : <u>ST. GILES HOTEL</u> Address : <u>Makati Ave. Cor. Kalayaan Ave. Poblacion Makati</u> TIN : <u>240-029-776-00000</u> | P.O. No. : <u>2023-11-1001</u> Date : <u>November 21, 2023</u> Mode of Procurement : <u>NP-LOV</u> |
|--|---|

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

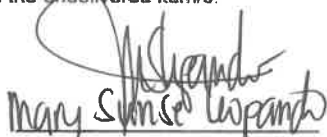
| | |
|---|--|
| Place of Delivery : <u>Metro Manila</u> Date of Delivery : <u>November 28 - December 1, 2023</u> | Delivery Term : <u>FOB Destination</u> Payment Term : <u>15-30 days upon final inspection</u> |
|---|--|

| Stock/ Property No. | Unit | Description | Quantity | Unit Cost | Amount |
|------------------------|------|---|-------------------------------|--------------------|-------------------|
| 1 | pax | Board and Lodging for 3 days Quarterly Meeting of RJJWC - MIMAROPA Venue: Metro Manila Date: November 28 - December 1, 2023 Check in: November 28, 2023 / 12:00 PM Check out: December 1, 2023 / 12:00 PM Room for 3 pax 3 Triple-Sharing (3 single bed in room) with free wifi access, airconditioned, with Tv, towel, dental kit, shampoo, soap, tissue, hot and cold shower) MEALS SCHEDULE: November 28: Lunch, PM snack, Dinner November 29-30: Breakfast, AM snack, Lunch, PM snack and Dinner December 1- Breakfast, AM snack, Lunch, PM snack Type & Time of serving: Buffet Meals & Plated Snacks. Breakfast - 6:00 AM AM snack - 8:30 AM Lunch - 12:00 NN PM snack - 3:30 PM Dinner - 6:00 PM Menu Selection: Hotel to submit Menu (Minimum of atleast 3 viands, soup, dessert and beverage) Hotel will submit proposed menu of the day one (1) week before the meeting schedule No repeating meal per menu "Food to be served should have vegetables and fruits and can adjust for muslims and non pork eaters Unlimited coffee INCLUSIONS: Free use of Airconditioned Conference room (can accommodate at least 30 pax and free from noise which is detrimental to the event) Schedule of use of function room- November 28 - 12:00 PM - 6:00 PM November 29-30 - 6:00 AM - 6:00 PM December 1 - 8:00 AM - 12:00 PM Conference room with free LCD and without wall in the middle Projector with white screen, sound system, meeting pads and pencils, at least provide 3-4 wireless microphones, white board with markers provisions of extension cords Facilities must be PWD and Senior Citizen Friendly Air conditioned venue with air humidifiers Free Wi-Fi access for both guest and function rooms Hotel must be DOT Accredited Note: End-user shall inform the Service Provider one to two weeks before the activity Payment will be done by RJJWC *IF THE TOTAL NUMBER OF THE PARTICIPANTS EXCEEDS THE GUARANTEED PARTICIPANTS, THE AGENCY WILL BE BILLED FOR THE ACTUAL NUMBER <p align="center">***nothing follows***</p> TOTAL APPROVED BUDGET FOR THE CONTRACT: (Php 234,000.00) RFQ No. 2023-10-1349 PURPOSE: Quarterly Meeting Meeting of RJJWC - MIMAROPA Prepared by <u>Cathy Victorio</u> | 30 27 guaranteed pax | 2,550.00 COMPLY | 229,500.00 |
| TOTAL | | | | | 229,500.00 |


(Total Amount in Words) Two Hundred Twenty Nine Thousand Five Hundred 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.

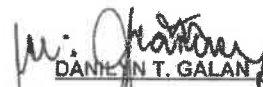
Conforme:


Mary S. Lopez
Signature over Printed Name of Supplier
November 23, 2023
Date

Very truly yours,


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

Fund Cluster : 101
Funds Available : 229,500.00


DANIEL T. GALAN
Signature over Printed Name of Chief Accountant/Head of Accounting
Accountant III - Accounting Section Head

ORS/BURS No. : 02-10 1007-23-11-022
Date of the ORS/BURS: Nov. 21, 2023
Amount : 229,500.00