



PURCHASE ORDER
DSWD MIMAROPA Region
Entity Name

Supplier: THE SELAH GARDEN HOTEL INC. Address: 2715 Park ave. San Rafael, Pasay City TIN: 088-966-632-00001	P.O. No.: 2023-11-0994 Date: November 17, 2023 Mode of Procurement: NP-LOV
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Gentlemen:
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: Metro Manila Date of Delivery: November 27-December 1, 2023	Delivery Term: FOB Destination Payment Term: 15-30 days upon final inspection
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Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pax	Board and Lodging for 4 days Rollout Training on Sustainable Livelihood Program Year 2 (Usbong) Venue: Metro Manila Date: November 27-December 1, 2023 Check in: November 27, 2023 / 12:00 PM Check out: December 1, 2023 / 12:00 PM Room sharing: TRIPLE SHARING with separate beds and per guest and free toiletries each Meal schedule Nov 27- Lunch, PM snack, Dinner Nov 28-30- Breakfast, AM snack, Lunch, PM snack, and Dinner Dec 1- Breakfast, AM snack, Lunch Type & Time of serving: Buffet Meals & Plated Snacks Breakfast - 6:00 AM AM snack - 9:00 AM Lunch - 11:30 NN PM snack - 3:00 PM Dinner - 6:00 PM Menu Selection Hotel to submit menu (Minimum of at least 2 Viands, Soups, Deserts and Beverages) Hotel to submit proposed menu 1 week before the training schedule No repeating meal per menu "Meals to be served should have vegetables, fruits and can adjust for muslims and non-pork eater INCLUSIONS: Free use of Fully Airconditioned Session Hall/Conference Room spacious for activities and can accommodate 117 participants or more with Physical Distancing in compliance to IATF Guidelines Schedule of use of function room- Nov. 27 - 12:00 PM - 6:00 PM Nov. 28-30 - 7:00 AM - 6:00 PM Dec. 1 - 7:00 AM - 12:00 PM Structurally sound and safe for occupancy with enough pax Fire Exits, Fire fighting equipments CCTV, Elevators and Stairs Facility must be PWD and Senior Citizen Friendly "Airconditioned guest room with cable TV Bathroom with hot and cold showers with complete provision of toiletries (Towel, Toilet, Shampoo, Soap, Toothbrush) No Obstruction pillars in the Conference Room/Session "Session hall must be free from distractive noise detrimental to the event With registration area and free use of parking area Free use of telephone lines, 2 projectors with 2 screens, sound system with 4 microphone outlets, Extension Cords, Whiteboard, Whiteboard Marker and Eraser and other amenities Free access and use of WiFi for both guests and conference rooms Free flowing of Hot Coffee or Chocolate and Drinking Water/Diffused Water Complimentary 1 room for 3 Pax night ahead for organizers for day 0 At least one (2) Hotel Staff Available at any time to assist the secretariat during the session with logistical concerns Free use of Team Building Materials and Amenities for outdoor activities Table and Chairs, Round table with 8 Pax Each Table FREE TARPAULINE OR LED BACKDROP (Design and size shall be provided by the end-user) *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 1,136,200.00) RFQ No. 2023-10-1361 PURPOSE: Rollout Training on Sustainable Livelihood Program Year 2 (Usbong) Prepared by: Cathy Victorio	115 90 guaranteed pax	2,470.00 COMPLY TWIN/ TRIPLE SHARING	1,136,200.00
				TOTAL	1,136,200.00

(Total Amount in Words) **One Million One Hundred Thirty-Six Thousand Two 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:

Signature over Printed Name of Supplier
 Nov. 26, 2023

Date

Very truly yours,

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

Fund Cluster: **D1**
 Funds Available: **1,136,200.00**

DANILYN T. GALANG
 Signature over Printed Name of Chief Accountant/Head of Accounting
 Accountant III - Accounting Section Head

ORS/BURS No.: **02-10101-2023-11-9158**
 Date of the ORS/BURS: **11/26/2023**
 Amount: **1,136,200.00**



NOTICE OF AWARD

Date: NOV 16 2023

EMMA BANDAL
Authorized Representative
THE SELAH GARDEN HOTEL INC.
2715 Park ave, San Rafael, Pasay City

Dear Ms. Bandal:

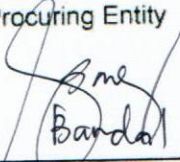
We are pleased to inform you that the RFQ No. 2023-10-1361 for the Rollout Training on Sustainable Livelihood Program Year 2 (Usbong) is hereby awarded to you as the Most Responsive Calculated Bid at a Contract Price equivalent to ONE MILLION ONE HUNDRED THIRTY-SIX THOUSAND TWO HUNDRED PESOS ONLY (Php 1,136,200.00).

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:


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

THE SELAH GARDEN HOTEL INC.

Date: Nov. 26, 2023

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