



PURCHASE ORDER
DSWD MIMAROPA Region
Entity Name

Supplier: PRIME FALCON CORP. (AZIZA PARADISE HOTEL)	P O No: 2024-03-0110
Address: Brgy. San Manuel, Puerto Princesa City, Palawan	Date: March 05, 2024
TIN: 010-309-318-00001	Mode of Procurement: NP-LOV

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

Place of Delivery: Puerto Princesa City, Palawan	Delivery Term: FOB Destination
Date of Delivery: March 11 - 15, 2024	Payment Term: 15-30 days upon final inspection

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pax	Board and Lodging for 4 days Disaster Response Management Group (DRMG) Work and Financial Planning (WFP) Workshop for FY 2025 Venue: Puerto Princesa City, Palawan Date: March 11 - 15, 2024 Check in for secretariat: March 11, 2024 / 8:00 am (5 pax) Check in for guest: March 11, 2024 / 12:00 nn (95 pax) Check out: March 15, 2024 / 2:00 pm Room Sharing: Airconditioned Triple and/or double sharing with INDIVIDUAL BED PER PAX and bathrooms with Hot and Cold Shower with enough toiletries (towel, toothpaste, soap, and shampoo) drinking water with utensils, coffee, wifi, tv with cable connection with available iron for clothes Meal schedule Mar 11: Lunch, PM snack, Dinner Mar 12-14: Breakfast, AM snack, Lunch, PM snack, and Dinner Mar 15: Breakfast, AM snack Type & Time of serving: Buffet Meals & Plated Snacks 2 stations for food and coffee to accommodate all the participants Breakfast - 6:00 AM AM snack - 9:00 AM Lunch - 12:00 NN PM snack - 3:00 PM Dinner - 6:00 PM Menu selection: *Hotel to submit Menu (3 Main Dish including Vegetables, Soup, Desserts and Beverages) *Hotel will submit proposed menu of the day a week before the training schedule *No repeating meal per menu *Food to be served should have vegetables and fruits and can adjust to Muslim and Non-pork eater INCLUSION *Structurally sound and safe for occupancy with enough Fire escapes, Fire Fighting Equipments, CCTV, Elevators and Stairs *Facilities must be PWD and Senior Citizens-Friendly *Use of Airconditioned function room (can accommodate 100 pax) and Guest Rooms with cable TV *The Session Hall/Function Hall/Conference Hall is free noise which is detrimental to the event/activity/meeting *FREE Wi-Fi access to both Guest/ Function Halls and Rooms *Free flowing of Brewed Coffee and Tea/Drinking Water *Atleast 2 (two) Hotel Attendant/Staff available at any given time during session to assist the Secretariat with Logistic Concerns *Two (2) Tarpaulin free of charge -Back drop tarpaulin (photo wall) (10L x 4H) -Welcome Tarpaulin (10L x 4H) & Design to be sent by the organizer -Welcome Display on Monitor TV to be displayed in the lobby *One (1) complimentary room for the secretariat *One (1) Complimentary room for the VIP Guest (Twin sharing) Function Room Arrangements: *Complimentary use of indoor space with tables for product display *FREE use of Fully-Airconditioned Session Hall/Conference Room, spacious for activities and can accommodate 100 participants on March 11-15, 2024 from 7:00am until 7:00pm *No obstructing pillars in the Conference Hall/Room and should be high ceiling *Tables and chairs: Round table type with cloth Strong Wi-Fi connection (free of charge) for Conference Hall and Room *FREE Use of three (3) Projectors with Screen with splitter, Good to High-Quality Audio System with at least 6-8 wireless microphones, availability of electric outlets and extension cords in the Conference Hall, Rostrum with 1 Philippine Flagpole and other Amenities *FREE Use of One (1) Breakout Room for 25 pax *FREE Pen/Balpen and Notebooks for the participants daily ***nothing follows*** TOTAL APPROVED BUDGET FOR THE CONTACT (Php: 1,038,000.00) RFQ No. 2024-02-0160 NP-LOV Disaster Response Management Group (DRMG) Work and Financial Planning (WFP) Workshop for FY 2025 Prepared by: Cathy Victoria	100	2,595.00	1,038,000.00
*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			95 guarantee d pax	COMPLY	
*Hotel to submit Menu (3 Main Dish including Vegetables, Soup, Desserts and Beverages)				COMPLY	
*Hotel will submit proposed menu of the day a week before the training schedule				COMPLY	
*No repeating meal per menu				COMPLY	
*Food to be served should have vegetables and fruits and can adjust to Muslim and Non-pork eater				COMPLY	
INCLUSION					
*Structurally sound and safe for occupancy with enough Fire escapes, Fire Fighting Equipments, CCTV, Elevators and Stairs				COMPLY	
*Facilities must be PWD and Senior Citizens-Friendly				COMPLY	
*Use of Airconditioned function room (can accommodate 100 pax) and Guest Rooms with cable TV				COMPLY	
*The Session Hall/Function Hall/Conference Hall is free noise which is detrimental to the event/activity/meeting				COMPLY	
*FREE Wi-Fi access to both Guest/ Function Halls and Rooms				COMPLY	
*Free flowing of Brewed Coffee and Tea/Drinking Water				COMPLY	
*Atleast 2 (two) Hotel Attendant/Staff available at any given time during session to assist the Secretariat with Logistic Concerns				COMPLY	
*Two (2) Tarpaulin free of charge					
-Back drop tarpaulin (photo wall) (10L x 4H)					
-Welcome Tarpaulin (10L x 4H) & Design to be sent by the organizer				COMPLY	
-Welcome Display on Monitor TV to be displayed in the lobby					
*One (1) complimentary room for the secretariat				COMPLY	
*One (1) Complimentary room for the VIP Guest (Twin sharing)				COMPLY	
Function Room Arrangements:					
*Complimentary use of indoor space with tables for product display				COMPLY	
*FREE use of Fully-Airconditioned Session Hall/Conference Room, spacious for activities and can accommodate 100 participants on March 11-15, 2024 from 7:00am until 7:00pm				COMPLY	
*No obstructing pillars in the Conference Hall/Room and should be high ceiling				COMPLY	
*Tables and chairs: Round table type with cloth				COMPLY	
Strong Wi-Fi connection (free of charge) for Conference Hall and Room				COMPLY	
*FREE Use of three (3) Projectors with Screen with splitter, Good to High-Quality Audio System with at least 6-8 wireless microphones, availability of electric outlets and extension cords in the Conference Hall, Rostrum with 1 Philippine Flagpole and other Amenities				COMPLY	
*FREE Use of One (1) Breakout Room for 25 pax				COMPLY	
*FREE Pen/Balpen and Notebooks for the participants daily				COMPLY	
nothing follows					
TOTAL APPROVED BUDGET FOR THE CONTACT (Php: 1,038,000.00) RFQ No. 2024-02-0160 NP-LOV Disaster Response Management Group (DRMG) Work and Financial Planning (WFP) Workshop for FY 2025 Prepared by: Cathy Victoria					
				TOTAL	1,038,000.00

(Total amount in Words) **One Million Thirty-Eight 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 items.

Conforme <div style="text-align: center;"> BRENCH CATHARINE R. LUPANAN Signature over Printed Name of Supplier <u>March 6, 2024</u> Date </div>	Very truly yours <div style="text-align: center;"> LEONARDO C. REYNOSO, CESO III Signature over Printed Name of Authorized Official Regional Director </div>
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Fund Cluster: 101 Funds Available: (1,038,000.00) <div style="text-align: center;"> DANILYN T. GALAN Signature over Printed Name of Head of Accounting Accountant III - Accounting Section Head </div>	ORS/BURS No.: 2024-03-2403-100110004 Date of the ORS/BURS: March 5, 2024 Amount: (1,038,000.00)
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NOTICE OF AWARD

Date: MAR 04 2024

BJENCH CATHERINE R. LEPASANA
Authorized Representative
PRIME FALCON CORP. (AZIZA PARADISE HOTEL)
Brgy. San Manuel, Puerto Princesa City, Palawan

Dear Ms. Lepasana:

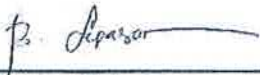
We are pleased to inform you that the RFQ No. 2024-02-0160 for the Disaster Response Management Group (DRMG) Work and Financial Planning (WFP) Workshop for FY 2025 is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid at a Contract Price equivalent to ONE MILLION THIRTY-EIGHT THOUSAND PESOS ONLY. (Php 1,038,000.00).

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:

BJENCH CATHERINE R. LEPASANA 
(Signature over Printed Name of Bidder's Authorized Representative)

PRIME FALCON CORP. (AZIZA PARADISE HOTEL)

Date: March 04, 2024

