



NOTICE OF AWARD

Date: APR 05 2024

MARY SUNSE LEOPANDO
Authorized Representative
ST. GILES HOTEL MANILA INC
Makati Ave. cor. Kalayaan Ave. Makati City

Dear Ms. Leopando:

We are pleased to inform you that the RFQ No. 2024-03-0212 is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid for the Board and lodging for the conduct of Training of Trainers on Disaster Risk Reduction Management, Preparedness and Mitigation with BLS training among PWD focal persons and PDAO personnel at a Contract Price amounting to Three Hundred Seventy Nine Thousand Eight Hundred Pesos Only (Php 379,800.00) inclusive of all applicable taxes.

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

ST. GILES HOTEL MANILA INC

Date: APRIL 22, 2024





PURCHASE ORDER
DSWD MIMAROPA Region
Entity Name

Supplier: ST. GILES HOTEL MANILA INC	P O No. : 2024-04-0185
Address: <u>Makati Ave. cor. Kalayaan Ave. Makati City</u>	Date: April 11 2024
TIN :	Mode of Procurement : NP-LOV


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


Place of Delivery : Hotel within Metro Manila	Delivery Term : <u>FOB Destination</u>
Date of Delivery : May 20-24, 2024	Payment Term : <u>15-30 days upon final inspection</u>


Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	PAX	<p>Board and lodging for the conduct of Training of Trainers on Disaster Risk Reduction Management, Preparedness and Mitigation with BLS training among PWD focal persons and PDAO personnel</p> <p>Preferred Venue: Hotel within Metro Manila</p> <p>Date of Activity: May 20-24, 2024</p> <p>Check In Date and Time: May 20, 2024; 1:00 PM</p> <p>Check Out Date and Time: May 24, 2024, 12:00 PM</p> <p><u>Room Sharing: Airconditioned, Triple and/or double sharing with INDIVIDUAL BED PER PAX and bathrooms with Hot and Cold Shower with enough toiletries (toilet, loohtwaste, soap, and shampoo, drinking water, with utensils, coffee, with tv with cable connection, with available iron for clothes.</u></p> <p>Meal Schedule: May 20, 2024: PM Snack at 2 pm, Dinner 6 pm May 21-23 2024: Breakfast at 8 am, AM Snack at 9 am Lunch at 12 pm, PM Snacks at 3pm, Dinner at 6 pm) May 24, 2024: Breakfast at 8 am, AM Snack at 9 am Lunch at 12 pm</p> <p>Type of Food Serving Managed Buffet: Breakfast, Lunch and Dinner Plated Snacks: AM Snacks and PM Snacks Menu Selection: The hotel to submit menu 2 main dish including vegetables, soup, dessert No repeating meal per menu</p> <p>Hotel will submit proposed menu of the day a week before the training schedule</p> <p>Food to be served should have vegetables and fruits and can be adjusted for Muslims and nonpork eaters</p> <p>Inclusion: Free use of airconditioned conference room (can accommodate maximum of 40 pax per conference room and free from noise which is detrimental to the event)</p> <p>Facilities must be PWD and Senior Citizens-Friendly No obstructing pillars in the conference room Availability of electric outlets and free extension cords and white board, big posting board FREE Wi-fi access to both Guest/ Function Halls and Rooms Free use of parking space *Free flowing of Brewed Coffee/Tea/Chocolate/Drinking Water Technician on standby for assistance. Complementary Welcome Tarpaulin for backdrop of the function hall Free hygienic alcohol in the common areas and conference rooms for the whole duration of the event Tables and chair are enough for participants and arrangement follows safety protocols in effect Must be structurally sound, have fire escapes and firefighting equipments and CCTV</p> <p align="center">>>> nothing follows<<<</p> <p>TOTAL APPROVED BUDGET FOR THE CONTACT (Php 384,800.00)</p> <p>Meals for Resource Person's on Training of Trainers on Disaster Risk Reduction Management, Preparedness and Mitigation with BLS training among PWD focal persons and PDAO personnel (1 day)</p> <p>AM Snacks (Plated) *Same in the Board and Lodging meals Lunch (Managed Buffet) *Same in the Board and Lodging meals PM Snacks (Plated) *Same in the Board and Lodging meals</p> <p align="center">>>> nothing follows<<<</p> <p>TOTAL APPROVED BUDGET FOR THE CONTACT Php 2,500.00</p> <p>PR No.: 2024-03-0212</p> <p>PURPOSE: Board and lodging for the conduct of Training of Trainers on Disaster Risk Reduction Management, Preparedness and Mitigation with BLS training among PWD focal persons and PDAO personnel</p> <p>Prepared by: Mark Anthony A. Luz</p>	37	2,550.00	377,400.00
		Guaranteed Pax: 30 pax			
			5	480.00	2,400.00
		GRAND TOTAL			379,800.00

(Total Amount in Words) **Three Hundred Seventy Nine Thousand Eight 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 items.

Conforms: 
Signature over Printed Name of Supplier
APRIL 22, 2024
Date

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

Fund Cluster : 1 0 1	ORS/BURS No. : <u>024-201-2024-2101</u>
Funds Available : <u>379,800.00</u>	Date of the ORS/BURS: <u>Apr 11, 2024</u>
 REYNOLD WILBERT L. TONGDO Signature over Printed Name of Chief Accountant/Head of Accounting Accountant II	Amount : <u>379,800.00</u>