



## NOTICE OF AWARD

Date: 26 MAR 2024


**MARY SUNSE LEOPANDO**  
Sales Manager  
**ST. GILES HOTEL MANILA INC.**  
Makati Ave. Cor. Kalayaan Ave. Makati City

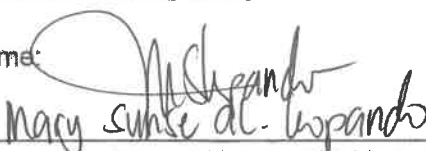
Dear Ms. Leopando:

We are pleased to inform you that the RFQ No. 2024-01-0046 is hereby awarded to you as the Bidder with the Single Calculated Responsive Bid for the Board and lodging for the conduct of 2024 Regional Integrated Performance Review and Evaluation Workshop (IPREW) at a Contract Price amounting to Three Hundred Twenty One Thousand Three Hundred Pesos Only (Php 321,300.00) 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

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

**ST. GILES HOTEL MANILA INC.**

Date: May 3, 2024





**PURCHASE ORDER**  
 DSWD MIMAROPA Region  
 Entity Name

Supplier : **ST. GILES HOTEL MANILA INC.** P.O. No. : 2024-03-0163  
 Address : **Makati Ave. Cor. Kalayaan Ave. Makati City** Date : March 26, 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 : Hotels within Metro Manila Delivery Term : FOB Destination  
 Date of Delivery : October 22-25, 2024 Payment Term : 15-30 days upon final inspection

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	PAX	<b>Board and Lodging for 3 days</b> <b>Title of the Activity: Board and lodging for the conduct of 2024 Regional Integrated Performance Review and Evaluation Workshop (IPREW)</b> <b>Preferred Venue: Hotel within Metro Manila</b> <b>Date of Activity: October 22-25, 2024</b> <b>No of Night: 3 nights</b> <b>Check In Date and Time: October 22, 2024; 12:00 AM</b> <b>Check Out Date and Time: October 25, 2024, 12:00 PM</b> <b>Time use of Conference: 7:00 am to 6:00 pm</b> <b>Meal Schedule:</b> October 22 - Lunch, PM Snack and Dinner October 23 - Breakfast, AM Snack, Lunch, PM Snack <b>Type of Food Serving</b> (Managed Buffet: Breakfast(6:00am), Lunch(12:00nn) and Dinner(6:00pm) Plated Snacks: AM Snack (9:00am) PM Snack (3:00pm) <b>Menu Selection:</b> The hotel to submit menu 3 main dish including vegetables, soup, dessert Free unlimited flowing coffee, tea and water No repeating meal per menu <b>Inclusion:</b> 1. Room occupancy should follow IATF guidelines and protocols 2. Structurally sound and safety for occupancy with enough fire escapes, fire fighting equipments, CCTV, elevators and stairs 3. Facilities must be PWD and Senior Citizen Friendly 4. Airconditioned venue with air humidifiers 5. No obstructing pillars in the conference room 6. The session hall/conference room is free from noise w/c is detrimental to the event/ meeting 7. With registration area 8. Free use of telephone line, projector w/ screen, speaker podium, sound system w/ 2 microphones, electric outlets, extension cords, whiteboard and whiteboard marker & eraser and other amenities 9. Free Wi-Fi access for both guest and function rooms 10. Free use of parking space 11. Venue must have a large monitor TV screen for the conference call and other necessary materials/technology for conference call 12. At least one (1) hotel staff/attendant available at any given time during the session to assist the secretariat in logistical concerns 13. Provision of advance party for the secretariat team ( 1 complementary room, 1 day only) <b>Note: End-user shall inform the Service Provider one to two weeks the exact date prior to the conduct of the activity.</b> <b>Note: The secretariat will provide the final list of participants in the first day of activity.</b> >>>NOTHING FOLLOWS<<< APPROVED BUDGET FOR THE CONTRACT. Three Hundred Twenty Four Thousand Pesos Only (Php 324,000.00) PR No.: 2024-01-0048 PURPOSE: Board and lodging for the conduct of 2024 Regional Integrated Performance Review and Evaluation Workshop (IPREW) Prepared by: Mark Anthony A. Luz	45	2,380.00	321,300.00
			Guaranteed Pax: 40 pax		
			<b>TOTAL</b>		<b>321,300.00</b>

(Total Amount in Words) **Three Hundred Twenty One Thousand Three 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 June M. Logando*  
 Signature over Printed Name of Supplier  
 Date: May 3, 2024

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

Fund Cluster : 101  
 Funds Available : 321,300.00  
 Signature over Printed Name of Chief Accountant/Head of Accounting  
 Accountant III - Accounting Section Head

ORS/BURS No. : 2024-04-2475-81  
 Date of the ORS/BURS: April 26, 2024  
 Amount : 321,300.00