

Supplier: ST. GILES HOTEL	P O No: 2024-06-0347
Address: Makati Ave. cor. Kalayaan Ave. Makati City	Date: June 11, 2024
TIN: 240-029-776-00000	Mode of Procurement: NP-LOV

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

Place of Delivery: Within Metro Manila	Delivery Term: FOB Destination
Date of Delivery: June 18-21, 2024	Payment Term: 15-30 days upon final inspection

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pax	Board and Lodging for 3 days Nutrition Case Management Training (AGAPAY 2.0 Strategy Training) Venue: Within Metro Manila Date: June 18-21, 2024 Check in: June 18 2024 / 12:00 PM Check out: June 21, 2024 / 12:00 PM Room sharing: Twin and Triple Sharing with individual Bed per Pax and Free Toiletries (Air-conditioned Room) (with the IATF and DOT Guidelines to the Minimum Health Standard) Number of Pax: 65 Maximum Guaranteed number of pax: 58 guaranteed. <u>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</u> Meal schedule June 18: Lunch, PM snack, Dinner June 19-20: Breakfast, AM snack, Lunch, PM snack, and Dinner June 21: Breakfast, AM snack. Type & Time of serving: Managed Buffet for Breakfast (6:00 am) Lunch (12:00 nn) and Dinner (6:00 pm) Plated Snacks (AM Snack -10:00 am and PM Snack 3:00 pm) Service provider to provide menu meals Hotel to submit Menu (Minimum of 2 meat dish, 1 vegetable dish, 1 Soup, 1 Dessert, Rice and Beverages) Hotel will submit proposed menu two (2) weeks before the training schedule No repeating meal per menu Food to be served should have vegetables and fruits and can adjust for participants with medical conditions, Muslim and non-pork eaters. Free use of Airconditioned Conference room (can accommodate at least 65 pax and free from noise which is detrimental to the event) Schedule of use of function room- June 18, 2024 - 12:00 NN - 8:00 PM June 19-20, 2024 - 8:00 AM - 8:00 PM June 21 - 6:00 AM - 12:00 PM INCLUSIONS: Free flowing coffee tea and drinking water No obstructing pillars in the conference room Availability of electric outlets and free use of extension cords With audio system with at least 3 microphones (wireless) Free use of projector, screen, and whiteboards (1 Projector) With free strong Wi-Fi connections Free use of parking Space for secretariat and participants Facilities must be PWD and Senior Citizen Friendly Must be structurally sound, have fire escapes and firefighting equipment and CCTVs Free Complimentary Room for the Secretariat/Regional Director (1 room) for the duration of event Free Stage backdrop and welcome tarpaulin Free use of facilities and amenities (team building facilities, pool, gym, etc) Free Hotel Airport Transfer for Guaranteed pax NOTE: Hotel/Restaurants/Restaurant Should not be offering short term lodging associated with Motel and should not be situated beside or across gambling establishments shops, night clubs, funeral parlors, mortuaries and other similar like establishments ***nothing follows*** TOTAL APPROVED BUDGET FOR THE CONTACT (Php 448,500.00) RFQ No. 2024-05-0446 NP-LOV Nutrition Case Management Training (AGAPAY 2.0 Strategy Training) Prepared by: Cathy Victoria	65	2,300.00	448,500.00
			58 guaranteed PAX		
					CCMPLY
				TOTAL	448,500.00

(Four hundred and Fifty-Eight 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 items.

Conforme:


Mary Grace Legarda
 Signature over Printed Name of Supplier
June 14, 2024
 Date

Very truly yours,


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

Fund Cluster: 10
 Funds Available: 448,506.00


REYNOLD WILBERT L. TONGDO
 Signature over Printed Name of Chief Accountant/Head of Accounting
 Accountant # / OIC-Accounting Section Head

ORS/BURS No.: 2024-06-3749
 Date of the ORS/BURS: 6/11/2024
 Amount: 448,500.00



NOTICE OF AWARD

Date: JUN 10 2024

MARY SUNSE LEOPANDO

Authorized Representative
ST GILES HOTEL
Makati Ave., cor. Kalayaan Ave., Makati City

Dear Ms. Leopando:

We are pleased to inform you that the RFQ No. 2024-05-0446 for the Nutrition Case Management Training (AGAPAY 2.0 Strategy Training) is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid at a Contract Price equivalent to FOUR HUNDRED FORTY-EIGHT THOUSAND FIVE HUNDRED PESOS ONLY (Php 448,500.00) 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

Date: June 11, 2024

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