

MEMORANDUM FOR THE REGIONAL DIRECTOR

FROM : THE OIC-DEPUTY REGIONAL PROGRAM MANAGER
SUBJECT : REQUEST FOR CHANGE OF DATE
DATE : 13 June 2024

This refers to the previously approved **Community Empowerment Activity Cycle (CEAC) Proposal of PAMANA**. The undersigned sincerely requests that the aforementioned be amended as follows:

ABRA DE ILOG, OCCIDENTAL MINDORO

Activity / Venue	Approved Date	Amended Date
Project Development Workshop (PDW)	April 2-3, 2024 ✓	August 14-15, 2024 ✓
Sub-Project Implementation Workshop (SPIW)	June 3-4, 2024	July 4-5, 2024 ✓

SAN JOSE, OCCIDENTAL MINDORO

Activity / Venue	Approved Date	Amended Date
Project Development Workshop (PDW)	April 4-5, 2024 ✓	August 8-9, 2024 ✓
Sub-Project Implementation Workshop (SPIW)	June 6-7, 2024 ✓	July 4-5, 2024 ✓

BACO, ORIENTAL MINDORO

Activity / Venue	Approved Date	Amended Date
Project Development Workshop (PDW)-O&M	April 9-10, 2024 ✓	August 15-16, 2024 ✓
Sub-Project Implementation Workshop (SPIW)	June 10-11, 2024 ✓	July 11-12, 2024 ✓

BONGABONG, ORIENTAL MINDORO

Activity / Venue	Approved Date	Amended Date
Project Development Workshop (PDW)	April 16-17, 2024 ✓	August 29-30, 2024 ✓

Sub-Project Implementation Workshop (SPIW)	June 13-14, 2024 ✓	July 15-16, 2024 ✓
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BULALACAO, ORIENTAL MINDORO

Activity / Venue	Approved Date	Amended Date
Project Development Workshop (PDW)	April 11-12, 2024 ✓	August 15-16, 2024 ✓
Sub-Project Implementation Workshop (SPIW)	June 18-19, 2024 ✓	July 8-9, 2024 ✓

MANSALAY, ORIENTAL MINDORO

Activity / Venue	Approved Date	Amended Date
Project Development Workshop (PDW)	April 22-23, 2024 ✓	August 13-14, 2024 ✓
Sub-Project Implementation Workshop (SPIW)	June 20-21, 2024 ✓	July 4-5, 2024 ✓

VICTORIA, ORIENTAL MINDORO

Activity / Venue	Approved Date	Amended Date
Project Development Workshop (PDW)	April 24-25, 2024 ✓	August 21-22, 2024 ✓
Sub-Project Implementation Workshop (SPIW)	June 24-25, 2024 ✓	July 9-10, 2024 ✓

GLORIA, ORIENTAL MINDORO

Activity / Venue	Approved Date	Amended Date
Project Development Workshop (PDW)	April 18-19, 2024 ✓	Aug. 27-28, 2024 ✓
Sub-Project Implementation Workshop (SPIW)	June 26-27, 2024 ✓	July 2-3, 2024 ✓



The above amendment is requested due to the following reasons:


1. The CEAC activities mentioned above were not conducted due to the unavailability of the budget specifically for PAMANA program making it difficult to support the previously planned activities for PAMANA areas.

In view of the above, this request is respectfully submitted.



ENGR. RAYMOND B. LIBARRA

Endorsed by:



ATTY. ALDRIN F. BANDAL
Regional Program Coordinator

Recommending Approval:



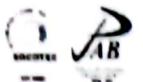
SHEILA S. TAPIA
DC, Promotive Services

APPROVED / DISAPPROVED:



LEONARDO C. REYNOSO, CESO III
Regional Director

M
mp



Supplier: **JEFF & MARY CATERING SERVICES**
Address: **LABANGAN, POBLACION, SAN JOSE, OCCIDENTAL MINDORO**
TIN: **392-023-040-00000**

P.O. No: **KC-2024-05-0070**
Date: **18 June, 2024**
Mode of Procurement: **NP-SVP**

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

Place of Delivery: **SAN JOSE, OCCIDENTAL MINDORO**
Date of Delivery: **Proposed date**

Delivery Term: **FOB Destination**
Payment Term: **Government Procedure**

Stock/Property No	Unit	Description	Quantity	Unit Cost	Amount
1	pax	Activity: Project Development Workshop (2 days) Date: August 08, 2024	23	480.00	11,040.00
	pax	Date: August 09, 2024 Guaranteed Pax per schedule of activity: 20 pax Location: Within the Municipality of San Jose, Occidental Mindoro Type of Serving Snacks for AM and PM: Plated, with Beverage Lunch: Buffet (3 Main dish with soup, dessert and beverages) Note: Different Set of Dishes per day	23	480.00	11,040.00
2	pax	Activity: SP Implementation Workshop (2 days) Date: July 04, 2024	36	480.00	17,280.00
	pax	Date: July 05, 2024 Guaranteed Pax per schedule of activity: 32 pax Location: Within the Municipality of San Jose, Occidental Mindoro Type of Serving Snacks for AM and PM: Plated with Beverage Lunch: Buffet (3 Main dish with soup, dessert and beverages) Note: Different Set of Dishes per day ***Nothing follows***	36	480.00	17,280.00

PR# KC-2024-03-0037
Approved Budget for the Contract: **Php59,000.00**
Catering Services for the Conduct of Community Empowerment Activity Cycle of KALAH-I-CIDSS
PAMANA Area Coordinating Team in San Jose, Occidental Mindoro
Prepared by: **Sheiwe Ann M. Domingo**

(Total Amount in Words) **Fifty-Six Thousand Six Hundred Forty Pesos Only** TOTAL **56,640.00**

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

MARYGNACHT SEMA
Signature over Printed Name of Supplier

Very truly yours

LEONARDO C. REYNOSO, CESO III

Signature over Printed Name of Authorized Official
Regional Director

Date: **July 3, 2024**

Fund Cluster: **101**
Funds Available: **56,640.00**

DANIEL M. RIO JR.
Signature over Printed Name of AO V / FA III Accounting Section

ORS/BURS No.: **02-10101-2024-06-399X**
Date of the ORS/BURS: **JUNE 19, 2024**
Amount: **56,640.00**



NOTICE OF AWARD

17 APR 2024
17 APR 24
Date: _____

MARY GRACE CALDITO SEKAR
Proprietress
JEFF&MARY CATERING SERVICES
Labangan, Poblacion, San Jose, Occidental Mindoro

Dear Ms. Sekar,

We are pleased to inform you that the RFQ No. KC-2024-03-0037 for the "Catering Services for the Conduct of Community Empowerment Activity Cycle of KALAH-CIDSS PAMANA Area Coordinating Team in San Jose, Occidental Mindoro" is hereby awarded to you as the Lowest Calculated Responsive Bidder at a Contract Price equivalent to Fifty-Six Thousand Six Hundred Forty Pesos Only (Php56,640.00).

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

Conformed:

Mary Grace Caldito Sekar
(Signature over Printed Name of Bidder's Authorized Representative)


JEFF&MARY CATERING SERVICES

Date: July 3, 2024



Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF CALATRAVA) S.S.

AFFIDAVIT

I, **MARY GRACE CALDITO SEKAR** of legal age, married, Filipino and residing at Liwayway, Odiongan, Romblon after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor or authorized representative of **JEFF AND MARY CATERING SERVICES** with office address at Labangan, San Jose, Occidental Mindoro.
2. As the owner and sole proprietor, or authorized representative of **JEFF AND MARY CATERING SERVICES** I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for **Catering Services for the Conduct of Community Empowerment Activity Cycle of KALAHI-CIDSS PAMANA Area Coordinating Team in San Jose, Occidental Mindoro** of the **DSWD** as shown in the attached duly notarized Special Power of Attorney;
3. **JEFF AND MARY CATERING SERVICES** is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. **JEFF AND MARY CATERING SERVICES** is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;


of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. **JEFF AND MARY CATERING SERVICES** complies with existing labor laws and standards;
and
8. **JEFF AND MARY CATERING SERVICES** is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the Catering Services for the Conduct of Community Empowerment Activity Cycle of KALAHI-CIDSS PAMANA Area Coordinating Team in San Jose, Occidental Mindoro.
9. JEFF AND MARY CATERING SERVICES did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.


MARY GRACE CALDITO SEKAR
 Affiant

SUBSCRIBED AND SWORN to me
 this JUL 04 2024 Affiant/s exhibiting
 his/their SAN JOSE OCC. MINDORO


ERNESTO F. JARAVATA
 NOTARY PUBLIC
 UNTIL DEC. 31-2024
 PTR NO. 537 1261-M 1/3/24
 SAN JOSE, OCC. MINDORO
 ROLL NO. 22223
 MCLE NO. VII-02206-1/23/2025

DOC NO. 210
 PAGE NO. 44
 BOOK NO. 127
 SERIES OF 2024