



DSWD MIMAROPA Region  
PURCHASE ORDER

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|--|---|
| Supplier : <b>ST. GILES HOTEL MAKATI</b>                       | P.O. No. : <b>KC-2024-06-0072</b>                                 |
| Address : <b>Makati Ave. Cor. Kalayaan Avenue, Makati City</b> | Date : <b>28 June, 2024</b>                                       |
| TIN : <b>240-029-776-00000</b>                                 | Mode of Procurement : <b>Shopping for Non-Consulting Services</b> |

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

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| Location of Activity : <b>Within NCR</b>  | Delivery Term : <b>FOB Destination</b>     |
| Date of Activity : <b>July 8-12, 2024</b> | Payment Term : <b>Government Procedure</b> |

| Stock/Property No. | Unit | Description  | Quantity | Unit Cost | Amount     |
|--------------------|------|--|----------|-----------|------------|
| 1                  | pax  | <p><b>Board and Lodging with meals for 4 days</b><br/> Meals : Breakfast, AM Snack, Lunch, PM Snack and Dinner<br/> Plated : AM and PM Snacks (with cold beverage)<br/> Buffet : Breakfast, Lunch &amp; Dinner (Minimum of 3 viands with soup, dessert/fruits and cold drinks, no repetition of meals)<br/> <b>Title of the Activity:</b> Compliance And Operations Audit Cum Liquidation Workshop KC NCDDP Area and Municipal Coordinating Teams<br/> <b>Preferred Venue:</b> Within NCR<br/> <b>Date of Activity:</b> July 8-12, 2024<br/> <b>Guaranteed Pax:</b> 34 pax<br/> <b>Maximum No. of Participants:</b> 38 pax<br/> <i>Note: if the total participants exceed the guaranteed number of participants, the agency will be billed on the actual number but not more than the maximum no. of participants</i><br/> <b>Check In Date and Time:</b> July 08, 2024 : 1:00 PM<br/> <b>Check Out Date and Time:</b> July 12, 2024 : 12:00 NN<br/> <b>Airconditioned Room double or triple Sharing with individual bed per pax and free toiletries</b><br/> <b>Meal Schedule:</b><br/> July 8, 2024 : Lunch, PM Snacks and Dinner<br/> July 9, 2024 : Breakfast, AM Snacks, Lunch, PM Snacks and Dinner<br/> July 10, 2024 : Breakfast, AM Snacks, Lunch, PM Snacks and Dinner<br/> July 11, 2024 : Breakfast, AM Snacks, Lunch, PM Snacks and Dinner<br/> July 12, 2024 : Breakfast and AM Snacks<br/> <b>Type of Food Serving:</b><br/> Menu Selection: Hotel to submit menu with minimum of at least 3 viands, soup, dessert/fruits and cold drinks. Should include vegetables per meal.<br/> No repeating meal per menu and with flexibility to participants with food restrictions.<br/> <b>Inclusion:</b><br/> 1. One (1) night complimentary superior room to be used by the organizers<br/> 2. Airconditioned Conference Room can be use starting 8:00am of Day 1 for arriving participants<br/> 3. No obstructing pillars in the conference room.<br/> 4. Availability of electric outlets and free use of extension cords.<br/> 5. With audio system and at least 5 microphones.<br/> 6. Free use of projector and whiteboards.<br/> 7. Free use of reliable and uninterruptible wifi connection.<br/> 8. Free use of parking space<br/> 9. Free flowing coffee and drinking water.<br/> 10. Facilities must be PWD and Senior Citizen Friendly<br/> 11. Must be structurally sound, have fire escapes and firefighting equipments and CCTV<br/> 12. Free Tarpaulins/Backdrops (1-inside &amp; 1-outside of conference hall)<br/> 13. Free use of facilities and amenities (if applicable)<br/> <b>NOTE:</b> Hotel/Restaurants/Resorts should not be offering short term lodging associated with motel and should not be situated beside or across gambling establishment shops, night clubs, funeral parlors, mortuaries and other similar alike.</p> <p style="text-align: center;">***Nothing follows***</p> <p>PR# <b>KC-2024-06-0067</b><br/> <b>Approved Budget for the Contract: Php456,000.00</b><br/> <b>BOARD AND LODGING WITH MEALS FOR THE CONDUCT OF COMPLIANCE AND OPERATIONS AUDIT CUM LIQUIDATION WORKSHOP KC NCDDP AREA AND MUNICIPAL COORDINATING TEAMS</b><br/> <b>Prepared by: Sheive Ann M. Domingo</b></p> | 38       | 2,900.00  | 440,800.00 |

(Total Amount in Words) **Four Hundred Forty Thousand Eight Hundred Pesos Only** PHP 440,800.00

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:

Signature over Printed Name of Supplier  
Date: **JULY 04, 2024**

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

Fund Cluster : **102**  
Funds Available : **440,800.00**

Signature over Printed Name of AO / FA II / Accounting Section

ORS/BURS No. : **02-107928-07-0540**  
Date of the ORS/BURS: **JULY 2, 2024**  
Amount : **440,800.00**



Department of Social Welfare and Development  
DSWD-GF-010 | REV 01 | 17 AUG 2022



### NOTICE OF AWARD

Date: 26 JUN 2024

**MARY SUNSE LEOPANDO**  
Authorized Representative  
ST. GILES HOTEL <sup>MAKATI</sup><sub>CON</sub>  
Makati Ave Cor. Kalayaan Avenue, Makati City

Dear **Ms. Leopando**,

We are pleased to inform you that the RFQ No. KC-2024-06-0067 for the "Board and Lodging with meals for the conduct of Compliance and Operations Audit Cum Liquidation Workshop KC NCDDP Area and Municipal Coordinating Teams" is hereby awarded to you as the Sole Responsive Bidder at a Contract Price equivalent to **Four Hundred Forty Thousand Eight Hundred Pesos Only (Php440,800.00)**.

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

**ST. GILES HOTEL <sup>MAKATI</sup><sub>CON</sub>**

Date: July 4, 2024

