



**PURCHASE ORDER**  
 DSWD MIMAROPA Region  
 Entity Name

Supplier: <u>LA CASA TERESA TOURIST INN, INC.</u> Address: <u>Sitio Lugadia, Corona-Corona, El Nido, Palawan</u> TIN : 009-060-947-000	P.O. No. : 2024-05-0294 Date : May 23, 2024 Mode of Procurement : NP-LOV
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Gentlemen:  
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : <u>El Nido, Palawan</u> Date of Delivery : <u>May 27-31, 2024</u>	Delivery Term : <u>FOB Destination</u> Payment Term : <u>15-30 days upon final inspection</u>
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Block/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pax	<p><b>Board and Lodging for 4 days</b></p> <p><b>Sibol Camp 2024: Kinaadman: The Regional Training Officers Forum and the SLP Communications and Social Marketing Operations (COSMO) Conference</b></p> <p>Venue: El Nido, Palawan            Date: May 27-31, 2024            Check in: May 27, 2024 / 12:00 PM            Check out: May 31, 2024 / 12:00 PM            Number of Pax: 50 Maximum</p> <p><i>Guaranteed number of pax: 47 guaranteed.</i>  <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></p> <p>Room sharing: <b>TRIPLE SHARING with separate beds and per guest and free toiletries each</b></p> <p>(2) Session area, Preferably outdoor (camping vibe) with bean bags and pillows on the floor and with LED (each session area) and Chairs</p> <p><b>Meal schedule</b>            May 27 : Lunch, PM snack, Dinner            May 28-30 : Breakfast, AM snack, Lunch, PM snack, and Dinner            May 31 : Breakfast, AM snack, Lunch</p> <p><b>Type &amp; Time of serving: Buffet Meals &amp; Plated Snacks</b>            Breakfast - 6:00 AM                      AM snack - 9:00 AM            Lunch - 12:00 NN                          PM snack - 3:00 PM            Dinner - 6:00 PM</p> <p><b>Menu Selection</b>            Hotel to submit menu (Minimum of at least 2 Vlands, Soups, Deserts and Beverages)            Hotel to submit proposed menu 1 week before the training schedule            No repeating meal per menu</p> <p>Meals to be served should have vegetables, fruits and can adjust for muslims and non-pork eater</p> <p><b>INCLUSIONS:</b></p> <p>Free use of Fully Airconditioned Session Hall/Conference Room spacious for activities and can accommodate 136 participants or more with Physical Distancing in compliance to IATF Guidelines</p> <p><b>Schedule of use of function room-</b>            May 27 : 12:00 PM - 6:00 PM            May 28-30 : 7:00 AM - 6:00 PM            May 31 : 7:00 AM - 12:00 PM</p> <p>Structurally sound and safe for occupancy with enough pax Fire Exits, Fire fighting equipments CCTV, Elevators and Stairs</p> <p>Facility must be PWD and Senior Citizen Friendly</p> <p>Airconditioned guest room with cable TV</p> <p>Bathroom with hot and cold showers with complete provision of toiletries (Towel, Toilet, Shampoo, Soap, Toothbrush)</p> <p>Free use of fully airconditioned two (2) session hall / conference room spacious for activities and can accommodate 58 pax</p> <p>No Obstruction pillars in the Conference Room/Session</p> <p>Session hall must be free from distractive noise detrimental to the event</p> <p>With registration area and free use of parking area</p> <p>Free use of telephone lines, 2 projectors with 2 screens, sound system with 4 microphones outlets, Extension Cords, Whiteboard, Whiteboard Marker and Eraser and other amenities</p> <p>Free access and use of WiFi for both guests and conference rooms</p> <p>Free flowing of Hot Coffee or Chocolate and Drinking Water/Diffused Water</p> <p>Complementary 1 room for 3 Pax night ahead for organizers for day 0</p> <p>Free shuttle service from airport to hotel for arrival and departure</p> <p>At least one (2) Hotel Staff Available at any time to assist the secretariat during the session with logistical concerns</p> <p>Tables and chairs: Classroom type of seating arrangement with long tables , with 5 pax each table</p> <p><b>FREE 2 TARPAULINE - PHOTO BOOTH and BACKDROP</b> (Design and size shall be provided by the end-user)</p> <p align="center">***nothing follows***</p> <p>TOTAL APPROVED BUDGET FOR THE CONTACT            (Php 603,200.00)            RFG No. 2024-04-0365 NP-LOV            Sibol Camp 2024: Kinaadman: The Regional Training Officers Forum and the SLP Communications and Social Marketing Operations (COSMO) Conference            Prepared by: Cathy Victorio</p>	50 guaranteed pax	2,588.20  COMPLY	599,998.40
				<b>TOTAL</b>	<b>599,998.40</b>

(Total amount in Words) Five Hundred Ninety-Nine Thousand Nine Hundred Ninety-Eight Pesos and 40/100.

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.

Conforms:	 Signature over Printed Name of Supplier <u>5/27/24</u> Date	Very truly yours,  <b>LEONARDO C. REYNOSO, CESO III</b> Signature over Printed Name of Authorized Official Regional Director
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Fund Cluster : 1 Funds Available : <u>599,998.40</u>	ORS/BURS No. : <u>02-10101-2024-05-0163</u> Date of the ORS/BURS : <u>May 22, 2024</u> Amount : <u>599,998.40</u>
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Signature over Printed Name of Chief Accountant/Head of Accounting  
 Accountant II - Accounting Section Head



### NOTICE OF AWARD

Date: MAY 21 2024

**KAREN A. BAYNO**  
Authorized Representative  
LA CASA TERESA TOURIST INN, INC.  
Sitio Lugadia, Corong-Corong, El Nido, Palawan

Dear Ms. Bayno:

We are pleased to inform you that the RFQ No. 2024-04-0365 for the Sibol Camp 2024: Kinaadman: The Regional Training Officers Forum and the SLP Communications and Social Marketing Operations (COSMO) Conference is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid at a Contract Price equivalent to FIVE HUNDRED NINETY-NINE THOUSAND NINE HUNDRED NINETY-EIGHT PESOS AND 40/100. (Php 599,998.40) 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:

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

**LA CASA TERESA TOURIST INN, INC.**

Date: 05-22-24

