



PURCHASE ORDER
 (DSWD MMARCO) Region
 Entry Name

Supplier: KGJ HOTEL & RESORT MANAGEMENT CORP	P.O. No.: 2024-07-0417
Address: 48 Amaloko St. Greenhills, San Juan	Date: July 19, 2024
TIN:	Mode of Procurement: MF-LDV

Comments: Please furnish this PO to me for buying goods subject to terms and conditions contained herein.

Place of Delivery: Hotel within Metro Manila	Delivery Term: 6000 (operation)
Date of Delivery: July 23-25, 2024	Payment Term: 15-20 days upon final inspection

Item Property	Unit	Description	Quantity	Unit Cost	Amount
1	pax	<p>Board and Lodging for 2 days</p> <p>Activity: 2024 1st Semester RMDC Preferred Venue: Metro Manila Date of Activity: July 23-25, 2024 Check In/Out Date and Time: July 23, 2024 : 12:00 am / July 25, 2024 : 12:00 pm Number of pax: 50 maximum Guaranteed number of pax: 47 guaranteed pax NOTE: 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</p> <p>Functionality of Function Room: 1. Available Air-conditioned Function/Conference Room that can accommodate 50 participants from 7am to 5pm with space for workshop and secretariat table 2. Set up to be finalized to training secretariat 3. With free pads and pencils 4. With Philippine Plug, Plug-in and Pops 5. Waive electricity charges for use of laptops 6. Soundproof conference room.</p> <p>Room Arrangement: 1. Guaranteed twin triple, sharing air-conditioned room, 1 bed per participants 2. Open check-out time for complimentary room on the last day without additional cost 3. Amenities includes TV and cabinets Type of Food serving: Managed Buffet Breakfast Lunch Dinner & Plated (Snacks) July 23, 2024: Lunch, PM Snack and Dinner July 24, 2024: Breakfast, AM Snack, Lunch, PM Snack, Dinner July 25, 2024: Breakfast and AM Snack</p> <p>1. Hotel to submit the Menu (minimum of atleast 3 wands, food, dessert and beverages) 2. Hotel will submit proposed menu one week before the schedule. 3. No repeating menu items.</p> <p>Inclusion: 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. Air-conditioned venue with air humidifiers 5. No obstructing pillars in the conference room 6. The session hall/seminar room is vast from inside with a view from the event hall 7. With registration area 8. Free use of telephone line, projector w/ screen, speaker, podium, sound system w/ 8 microphones, electric outlets, extension cords, whiteboard and eraser 9. Free use of parking space 10. Venue must be with provision of alcohol and sanitizers for the participants 11. At least one (1) hotel staff attendant available at any given time during the session to assist the secretariat in 12. At least one (1) hotel staff attendant to act as marshal to room to the hotel check protocol 13. Free complimentary room for the Regional Director</p> <p>OTHERS With available emergency first aid kit and vehicle for emergency *At least 1 operational Elevator available 24/7 *Free welcome streamer *With functional CCTV (24-7) *Adequate security service (24-7) *Not situated beside "red" establishment that may touch on cultural sensitivities like mortuaries, morgue and other similar class within 50-100 meters away from the venue No indoor gambling establishment, casino or equivalent beside, across or near potential establishment within 50-100 meters away from the venue *Hotel has Certificate of Authority to Operate issued by the Department of Tourism Note: Enclosed shall contain the Service Manual and other terms and conditions to be included in the contract of the activity. Note: The secretariat will provide the final list of participants in the final day of activity. Note: If the total number of participants exceeds the guaranteed participants, the agency will be billed for the actual number.</p> <p>***Nothing follows*** APPROVED BUDGET FOR THE CONTRACT: Two Hundred Sixty Thousand Pesos Only (Php 260,000.00) PR No.: 2024-07-0667 PURPOSE: Board and lodging for the conduct of 2024 1st Semester RMDC Prepared by: Mark Anthony A. Luz</p>	50	2,575.00	257,500.00
			TOTAL		257,500.00

(Total Amount in Words) **Two Hundred Fifty Seven Thousand Five Hundred Pesos Only.**

In case of change to make the full delivery within the time specified herein, a penalty of one percent (1%) of the total amount for every day of delay shall be imposed on the contractor.

Contractor: **ANA MAY CAYANBYA**
 Signature over Printed Name of Supplier
 Date: **7/22/24**

Signature over Printed Name of Accountant: **REYNOLDO WILBERT L. TONGDO**
 Signature over Printed Name of Chief Accountant/Head of Accounting
 Accountant III - Accounting Section Head

Signature over Printed Name of Regional Director: **LEONARDO C. REYNOSO, CESO III**
 Signature over Printed Name of Chief Accountant/Head of Accounting
 Regional Director

Fund Cluster: **161**
 Funds Available: **257,500.00**

ORS/BURS No.: **2024-07-4006/4007/4008/4009**
 Date of the ORS/BURS: **7/18/2024**
 Amount: **257,500.00**



NOTICE OF AWARD

Date: 17 JUL 2024

ANA MAY CAYABYAB
Authorized Representative
KGJ HOTEL & RESORT MANAGEMENT CORP
49 Annapolis St. Greenhills, San Juan

Dear Ms. Cayabyab:

We are pleased to inform you that the RFQ No. 2024-07-0657 is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid for the Board and lodging for the conduct of 2024 1st Semester RMDC at a Contract Price amounting to Two Hundred Fifty Seven Thousand Five Hundred Pesos Only (Php 257,500.00) 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:

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

KGJ HOTEL & RESORT MANAGEMENT CORP

Date: 7/19/24

