

DRN: IV-B-FO-COMM-KC-07-0133

MEMORANDUM

FOR : **THE REGIONAL DIRECTOR**
Field Office MIMAROPA

FROM : **THE REGIONAL PROGRAM COORDINATOR**
KALAHI-CIDSS RPMO

SUBJECT : **CHANGE OF DATE BAYANI KA! AWARDS,**
STAKEHOLDERS' PREW

DATE : **09 AUGUST 2024**

This refers to the approved KALAHI-CIDSS Social Marketing and Monitoring and Evaluation, 2024 Bayani Ka! Awards and Stakeholders' PREW. Due to the change of schedule of the National Bayani Ka! Awards and the conflicting schedule of the participants. The undersigned requests for the amendment of the approved date of the said proposal to wit:


Activity	From	To
Bayani Ka! Awards - CDD Talk	12-14 August 2024	28-30 August 2024
Stakeholders' Regional Program Review and Evaluation Workshop	13-15 August 2024	28-30 August 2024
Stakeholders' Regional Program Review and Evaluation Workshop	260 pax	130 pax

Hoping that the above justification and request for change of dates will merit your favourable response in the approval of this request.



ATTY. ALDRIN F. BANDAL

Approved / Disapproved:



LEONARDO C. REYNOSO, CESO III
Regional Director



Supplier: **SELAH PODS HOTEL INC**
 Address: **2004-224 David St. Cor FB Harrison Pasay City**
 TIN: **010-075-409-00000**

P.O.No.: **KC-2024-08-0079**
 Date: **07 August.202**
 Mode of Procurement: **Shopping for Non-Consulting Services**

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

Location of Activity: **Within NCR**
 Date of Activity: **August 12-15,2024**

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

Stock/Property No	Unit	Description	Quantity	Unit Cost	Amount
1	pax	Board and Lodging Title of the Activity: <u>Bayani</u> Ka!Awards -CDD Talk Preferred Venue: Within National Capital Region Date of Activity: August 12 to August 14,2024(2-Days) Guaranteed Pax: 30 Date and time of check-in: August 12,2024 at 1:00 PM Date and time of check-out August 14,2024 at 12:00 Noon <u>Airconditioned Room double or twin Sharing with individual bed per pax and free toiletries</u> Meals: Breakfast,AM Snack,Lunch,PM Snack and Dinner Plated: AM and PM Snacks (with cold beverage) Buffet: Breakfast,Lunch and Dinner (Minimum of 3 viands with soup,desserts/fruits and cold drinks (no cola beverages),no repetition of meals) Meal Schedule: August 12,2024:Lunch,PM Snack and Dinner August 13,2024:Full Meals August 14,2024:Breakfast,AM Snack Board and Lodging	40	2,900.00	232,000.00
		Title of the Activity: <u>Stakeholders'Program Review Evaluation Workshop</u> Preferred Venue: Within National Capital Region Date of Activity: August 13 to August 14,2024 (1-Day) Guaranteed Pax: 80 Date and time of check-in: August 13,2024 at 1:00 PM Date and time of check-out August 14,2024 at 12:00 Noon <u>Airconditioned Room double or twin Sharing with individual bed per pax and free toiletries</u> Meals: Breakfast,AM Snack,Lunch,PM Snack and Dinner Plated: AM and PM Snacks(with cold beverage) Buffet: Breakfast,Lunch and Dinner (Minimum of 3 viands with soup,desserts/fruits and cold drinks (no cola beverages),no repetition of meals) Meal Schedule: August 13,2024:Lunch,PM Snack and Dinner August 14,2024:Breakfast,AM Snack Board and Lodging	96	2,900.00	278,400.00
3		Title of the Activity: <u>Stakeholders'Program Review Evaluation Workshop</u> Preferred Venue: Within National Capital Region Date of Activity: August 14 to August 15,2024 (1-Day) Guaranteed Pax: 140 Date and time of check-in: August 14,2024 at 1:00 PM Date and time of check-out August 15,2024 at 12:00 Noon <u>Airconditioned Room double or twin Sharing with individual bed per pax and free toiletries</u> Meals: Breakfast,AM Snack,Lunch,PM Snack and Dinner Plated: AM and PM Snacks (with cold beverage) Buffet: Breakfast,Lunch and Dinner (Minimum of 3 viands with soup,desserts/fruits and cold drinks (no cola beverages),no repetition of meals) Meal Schedule: August 14,2024:Lunch,PM Snack and Dinner August 15,2024:Breakfast,AM Snack	164	2,900.00	475,600.00

PR#KC-2024-07-0072
 Approved Budget for the Contract: Pnp1,020,000.00
 Board and Lodging for the conduct of Bayani Ka!Awards -CDD Talk and Stakeholders'Program Review Evaluation Workshop
 Prepared by: Rossell C.Viceno

(Total Amount in Words) **Nine Hundred Eighty-Six Thousand Pesos Only** **PHP 986,000.00**

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 items.

Conforme

Very truly yours

Emma Bandal
 Signature over Printed Name of Supplier

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

Date **August 26, 2024**

Fund Cluster: 162-
 Funds Available: **986,000.00**

Signature over Printed Name of Accounting Section

ORS/BURS No.: **2-101570 2024-08-0621**
 Date of the ORS/BRS: **Aug 7, 2024**
 Amo: **986,000.00**



DSWD MIMAROPA Region
PURCHASE ORDER

Supplier: SELAH PODS HOTEL, INC
 Address: 2004-224 David St. Cor FB Harrison Pasay City
 TIN: 010-075-409-0000

PO No. KC-2024.08.0074
 Date: 07 August 2024
 Mode of Procurement: Shopping for Non-Consulting Services

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

Location of Activity: Within NCR
 Date of Activity: August 12-15, 2024

Delivery Term: FOB Destination
 Payment Term: Government Procedure

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
		<p>Type of Food Serving: Menu Selection. Hotel to submit menu with minimum of at least 3 viands, soup, dessert/fruit, and cold drinks. Should include vegetables per meal No repeating meal per menu and with flexibility to participants with food restrictions Inclusion: 1. One (1) complimentary superior room to be used by the organizers 2. Free use of <u>Airconditioned</u> Conference Room. Can accommodate more than 164 pax and free from noise which is detrimental to the event 3. <u>Airconditioned</u> Conference Room can be use starting 9:00am of Day 1 for arriving participants 4. No obstructing <u>pillars</u> in the conference room. 5. Availability of electric outlets and free use of extension cords. 6. With audio system and at least 5 microphones 7. Free use of projector and whiteboards. 8. Free use of reliable and uninterrupted wifi connection. 9. Free use of parking space 10. Free flowing coffee and drinking water. 11. Facilities must be PWD and Senior Citizen Friendly 12. Must be structurally sound, have fire escapes and firefighting equipments and CCTV 13. Free Tarpaulins/Backdrops (1-inside & 1-outside of conference hall) 14. Free use of facilities and amenities (if applicable) 15. Must-have at least four (4) Breakout Rooms (August 12-15, 2024)</p> <p>NOTE: 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, nocturnaries and other similar alike</p> <p>Note: If the total number of participants exceed the guaranteed pax, the hotel will bill the agency based on the actual number of pax but shall not exceed the the maximum number of participants</p> <p style="text-align: center;">***Nothing follows***</p>			
		<p>PR#KC-2024-07-0072 Approved Budget for the Contract: Php 1,020,000.00 Board and <u>Lodging</u> for the conduct of <u>Bayani</u> Ka! Awards -CDD Talk and Stakeholders' Program Review Evaluation Workshop Prepared by: <u>Rossell C. Viceno</u></p>	Page 2 of 2		

(Total Amount in Words) Nine Hundred Eighty-Six Thousand Pesos Only PHP 986,000.00

In case of failure to make the full delivery within the time specified above penalty of one (1%) of one percent for every day of delay shall be imposed on the undelivered item

Conforme

Very truly yours,

Emma Bandal
 Signature over Printed Name of Supplier

J/S.

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

Date August 26, 2024

Fund Cluster: 302
 Funds Available: 986,000.00

DANIEL M. RIOS
 Signature over Printed Name of Accounting Account

ORS/BURS No: 02-101720-2024-08-0074
 Date of the ORS/BURS: Aug 7, 2024
 Amount: 986,000



NOTICE OF AWARD

Date: 07 Aug 2024

EMMA BANDAL
Proprietress/Authorized Representative
SELAH PODS HOTEL INC.
2004-224 DAVID ST.COR.FB HARRISON PASAY CITY

Dear **Ms.Bandal**,

We are pleased to inform you that the RFQ No.KC-2024-07-0072 for the "Catering Services for the Conduct of Board and Lodging for the conduct of Bayani KalAwards -CDD Talk and Stakeholders'Program Review Evaluation Workshop."is hereby awarded to you as the Lowest Calculated Responsive Bidder at a Contract Price equivalent to **Nine Hundred Eighty-Six Thousand Pesos Only (Php986,00.00)**.

Please signify your conformity by signing below and transmitting a signed copy to us.

Very truly yours,


LEONARDO C. REYNOSO, CESO
Regional Director
Head of the Procuring Entity

Conformed:


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

SELAH PODS HOTEL INC.

Date: August 26, 2024