



DSWD MIMAROPA Region  
PURCHASE ORDER

Supplier: **CLUB BALAI LABEL, INC.**  
 Address: **Bangas, Talibay Batangas**  
 TIN: **808-8888-283-0888-000-000-283-800**  
 P.O. No: **KC-2024-08-0076**  
 Date: **29 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 Batangas**  
 Date of Activity: **September 17-20, 2024**  
 Delivery Term: **FOB Destination**  
 Payment Term: **Government Procedure**

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pax	<b>Board and Lodging</b> Title of the Activity: <b>Regional Program Review Evaluation Workshop</b> Preferred Venue: <b>Within Batangas</b> Date of Activity: <b>September 17 to September 20, 2024 (3-Days)</b> Guaranteed Pax: <b>160 max</b> Date and time of check-in: <b>September 17, 2024 at 1:00 PM</b> Date and time of check-out: <b>September 20, 2024 at 12:00 Noon</b> <b>Airconditioned Room (double occupancy or twin sharing) with individual bed per pax and free toiletries</b> <b>Snacks: AM and PM Snacks (with cold beverage)</b> <b>Lunch: Buffet (Minimum of 3 viands with soup, desserts/fruits and cold drinks (no cola beverages), no repetition of meals)</b> <b>Meal Schedule:</b> September 17, 2024 : <b>Lunch, PM Snack and Dinner</b> September 18, 2024 : <b>Break fast, AM Snack, Lunch, PM Snack &amp; Dinner</b> September 19, 2024 : <b>Break fast, AM Snack, Lunch, PM Snack &amp; Dinner</b> September 20, 2024 : <b>Breakfast, AM Snack</b>  <b>Type of Food Serving:</b> Menu Selection: <b>Hotel to submit menu with minimum of at least 3 viands, soup, dessert/fruits and cold drinks. Should include vegetables per meal.</b> <b>No repeating meal per menu and with flexibility to participants with food restrictions.</b> <b>Inclusion:</b> 1. Allocation of early check-in rooms for 40 pax on Day 1. 2. Provision of function hall from 8:00 AM to 10:00 PM. 3. Provisions of LED Wall [2 sets of 10x10 ft P3, 1 10x10 ft P3] with standby operators 4. Provision of center stage decoration for Day 3 [1:00 PM to 10:00 PM] 5. Provision of vehicle for the participants drop-off and pick-up DSWD MIMAROPA Malate, Manila and Batangas Port to hotel. 6. Free use of basketball and volleyball court. 7. One (1) complimentary superior room to be used by the organizers 8. Free use of Airconditioned Conference Room. Can accommodate 200 pax and free from noise which is detrimental to the event. 9. Airconditioned Conference Room can be use starting 9:00 AM of Day 1 for arriving participants 10. No obstructing pillars in the conference room. 11. Availability of electric outlets and free use of extension cords. 12. With audio system and at least 5 microphones. 13. Free use of projector and whiteboards. 14. Free use of reliable and uninterruptible wifi connection. 15. Free use of parking space. 16. Free flowing coffee and drinking water. 17. Facilities must be PWD and Senior Citizen Friendly 18. Must be structurally sound, have fire escapes and firefighting equipments and CCTV 19. Free Tarpaulins/Backdrops (1-Inside & 1-outside of conference hall) 20. Free use of facilities and amenities (if applicable) 21. Must-have at least four (4) Breakout Rooms (September 18-19, 2024) <b>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, mortuaries and other similar alike.</b> <b>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 maximum number of participants</b> <b>***Nothing Follows***</b>  <b>PR# KC-2024-08-0076</b> <b>Approved Budget for the Contract: Php2,052,000.00</b> <b>Board and Lodging for the conduct of Regional Program Review Evaluation Workshop.</b> <b>Prepared by: Rossell C. Vicena</b>	160	3,660.00	2,052,000.00

(Total Amount in Words) **Two Million Fifty-Two Thousand Pesos Only** PNP 2,052,000.00

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.

Conforms: *[Signature]*  
**ARNIE / PAVANO**  
 Signature over Printed Name of Supplier  
 Date: **Sept. 16, 2024**

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

Fund Cluster: **102**  
 Funds Available: **2,052,000.00**

*[Signature]*  
**DAVE M. REYES**  
 Signature over Printed Name of AO / FA in Accounting Section

ORS/BURS No.: **01-101123-2024-09-003**  
 Date of the ORS/BURS: **SEP. 16, 2024**  
 Amount: **2,052,000.00**



## NOTICE OF AWARD

Date: AUG 21 2024

**ARNNIE B. MIANO**  
Proprietress/Authorized Representative  
CLUB BALAI ISABEL INC.  
Banga, Talisay Batangas

Dear Ms.Miano,

We are pleased to inform you that the RFQ No. KC-2024-08-0076 for the "Catering Services for the Board and Lodging for the conduct of Regional Program Review Evaluation Workshop" is hereby awarded to you as the Responsive Bidder at a Contract Price equivalent to Two Million Fifty-Two Thousand Pesos Only (Php2,052,000.00).

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:

(Signature over Arnie B. Miano Printed Name of Bidder's Authorized Representative)

**CLUB BALAI ISABEL INC.**

Date: Sept 16, 2024