



DSWD MIMAROPA Region
PURCHASE ORDER

Supplier: **BELAH POON HOTEL INC.**
 Address: **2004-224 David Corner FB, Harrison St, Brgy 23 Pasig City**
 TIN: **020-078-408-000**

PO No: **KC-2024-09-0008**
 Date: **18 September, 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: **October 9-11, 2024**

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

| Stock/Property No. | Unit | Description | Quantity | Unit Cost | Amount |
|--------------------|------|--|----------|-----------------------------|-----------|
| 1 | pax | Board and Lodging with meals for 2 days & 2 nights Meals: AM Snack, Lunch, PM Snack and Dinner Plated: AM and PM Snacks (with cold beverage) Buffet: Breakfast, Lunch & Dinner (Minimum of 3 viands with soup, dessert/fruits and cold drinks, no repetition of meals) Title of the Activity: Participatory Organizational Capacity Assessment (POCA) Preparatory Workshop Preferred Venue: Within NCR Date of Activity: October 9-11 2024 Guaranteed Pax: 30 pax Maximum No. of Participants: 35 pax 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 Check In Date and Time: October 9, 2024 : 1:00 PM (should allow early check-in if possible and can be arranged) Check Out Date and Time: October 11, 2024 : 12:00 NN Airconditioned Room double or triple Sharing with individual bed per pax and free toiletries Meal Schedule: October 9, 2024 : Lunch, PM Snacks and Dinner October 10, 2024 : Breakfast, AM Snacks, Lunch, PM Snacks and Dinner October 11, 2024 : Breakfast, and AM Snacks Type of Food Serving: Menu Selection: Hotel to submit menu with minimum of at least 3 viands, soup, dessert/fruits 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) night complimentary superior room to be used by the organizers 2. Free use of Airconditioned Conference Room. Can accommodate more than 35 pax and free from noise which is detrimental to the event. 3. Airconditioned Conference Room can be use starting 8:00am of Day 1 for arriving participants. 4. No obstructing pillars 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 uninterruptible 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) 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. ***Nothing follows*** PR# KC-2024-09-0092 Approved Budget for the Contract: Php210,000.00 BOARD AND LODGING WITH MEALS FOR THE CONDUCT OF PARTICIPATORY ORGANIZATIONAL CAPACITY ASSESSMENT (POCA) PREPARATORY WORKSHOP Prepared by: Rossell C. Viceno | 35 | 2,400.00/Room (16 Rooms) | 84,000.00 |
| | | | 35 | 1,100.00 | 38,500.00 |
| | | | 35 | 1,600.00 | 56,000.00 |
| | | | 35 | 600.00 | 21,000.00 |

(Total Amount in Words) **Two Hundred One Thousand Nine Hundred Pesos Only** PHP 201,900.00

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: *[Signature]*
Emma Bando - Rebova
 Signature over Printed Name of Supplier

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

Date: **September 20, 2024**

Fund Cluster: **402**
 Funds Available: **201,900.00**

[Signature]
DARIN M. BICAN
 Signature over Printed Name of AO V / PFI Accounting Section

ORS/BURS No.: **02-108428-2024-09-0693**
 Date of the ORS/BURS: **SEP 17, 2024**
 Amount: **201,900.00**



NOTICE OF AWARD

Date: SEP 13 2024


Ma. Emmafel Bandal
Proprietress/Authorized Representative
SELAH PODS HOTEL INC.
2004-224 David Cor. FB Harrison Brgy. 23 Pasay City

Dear Ms. Bandal,

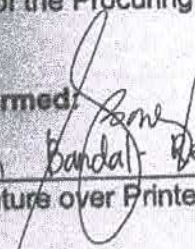
We are pleased to inform you that the RFQ No. KC-2024-09-0091 for the "Board and Lodging with Meals for the Conduct of Participatory Organizational Capacity Assessment (POCA) Preparatory Workshop" is hereby awarded to you as the Single Calculated Responsive Quotation at a Contract Price equivalent to **Two Hundred One Thousand Nine Hundred Pesos Only (Php201,900.00)**.

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:


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

SELAH PODS HOTEL INC.

Date: September 26, 2024

