



PURCHASE ORDER
DSWD MIMAROPA Region
Entity Name

Supplier : THE SELAH GARDEN HOTEL INC. Address : 2715 Park Avenue St., San Rafael, Pasay TIN : 008-966-632-000	P.O. No. : 2024-10-0650 Date : October 01, 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 : Within Metro Manila Date of Delivery : November 19-22, 2024	Delivery Term : FOB Destination Payment Term : 15-30 days upon final inspection
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Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pax	Board and Lodging for 3 days Supplementary Feeding Program–Year-end Strategic Planning (Face-to-Face) Venue: Within Metro Manila Date: November 19-22, 2024 Check in: November 19, 2024 / 12:00 PM Check out: November 22, 2024 / 12:00 PM Room sharing: Twin and Triple Sharing with Individual Bed per Pax and Free Toiletries (Air-conditioned Room) (with the IATF and DOT Guidelines for the Minimum Health Standard) Number of Pax: 21 Maximum Guaranteed number of pax: 18 guaranteed. <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> Meal schedule Nov 19: Lunch, PM snack, Dinner Nov 20-21: Breakfast, AM snack, Lunch, PM snack, Dinner Nov. 22- Breakfast, AM snack, Type & Time of serving: Managed Buffet for Breakfast (6:00 am), Lunch (12:00 nn) and Dinner (6:00 pm) Plated Snacks (AM Snack -10:00 am and PM Snack 3:00 pm) Service provider to provide menu meals Hotel to submit Menu (Minimum of 2 meat dish, 1 vegetable dish, 1 Soup, 1 Dessert, Rice and Beverages) Hotel will submit proposed menu two (2) weeks before the training schedule No repeating meal per menu Food to be served should have vegetables and fruits and can adjust for participants with medical conditions, Muslim and non-pork eaters. Free use of Airconditioned Conference room (can accommodate at least 40 pax and free from noise which is detrimental to the event) TIME OF USE OF CONFERENCE ROOM/SESSION HALL from November 19, 2024: 12:00 - 5:00 pm November 20, 2024: 8:00 am - 5:00 pm November 21, 2024: 8:00 am - 8:00 pm November 22, 2024: 8:00 am - 12:00 pm INCLUSIONS: Free flowing coffee, tea and drinking water No obstructing pillars in the conference room Availability of electric outlets and free use of extension cords With audio system with at least 3 microphones (wireless) Free use of projector, screen, and whiteboards (1 Projector) With free strong Wi-Fi connections Free use of parking Space for secretariat and participants Facilities must be PWD and Senior Citizen Friendly Must be structurally sound, have fire escapes and firefighting equipment and CCTVs Free Complimentary Room for the Secretariat/Regional Director (1 room) for the duration of event Free Stage backdrop and welcome tarpaulin Free use of facilities and amenities (team building facilities, pool, gym, etc) Free Hotel Airport Transfer for Guaranteed pax NOTE: Hotel/Restaurants/Restaurant Should not be offering short term lodging associated with Motel and should not be situated beside or across gambling establishments shops, night clubs, funeral parlors, mortuaries and other similar like establishments ***nothing follows*** TOTAL APPROVED BUDGET FOR THE CONTACT (Php 163,800.00) RFQ No. 2024-08-0757 NP-LOV Supplementary Feeding Program–Year-end Strategic Planning Prepared by: Cathy Victorio	21 <small>18 guaranteed pax</small>	2,450.00	154,350.00
				COMPLY	
				Managed Buffet	
				TOTAL	154,350.00

(Total Amount in Words) **One Hundred Fifty-Four Thousand Three Hundred Fifty Pesos Only**

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.

Conforme:

EMMA BANDAL
 Signature over Printed Name of Supplier
OCTOBER 14, 2024
 Date

Very truly yours,

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

Fund Cluster : 1
Funds Available : 154,350.00

REYNOLD WILBERT L. TONGDO
 Signature over Printed Name of Chief Accountant/Head of Accounting
 Accountant III / Accounting Section Head

ORS/BURS No. : **24-10-7265**
 Date of the ORS/BURS: **10/09/24**
 Amount : **154,350.00**



NOTICE OF AWARD

Date: SEP 30 2024

EMMA BANDAL

Authorized Representative
THE SELAH GARDEN HOTEL INC.
2715 Park Avenue St., San Rafael, Pasay

Dear Ms. Bandal:

We are pleased to inform you that the RFQ No. 2024-08-0757 for the Board and Lodging of the Supplementary Feeding Program–Year-end Strategic Planning is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Quotation at a Contract Price equivalent to ONE HUNDRED FIFTY-FOUR THOUSAND THREE HUNDRED FIFTY PESOS ONLY (Php 154,350.00) 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:

EMMA BANDAL

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

THE SELAH GARDEN HOTEL INC.

Date: OCTOBER 14, 2024

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DSWD Field Office MIMAROPA, 1680 F. T Benitez cor Malvar Sts., Malate, Manila

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