



Republic of the Philippines  
Department of the Interior and Local Government  
Regional Office No. V, Rizal Street, Legazpi City

|                        |           |        |
|------------------------|-----------|--------|
| Document Code          |           |        |
| FM-OP-DILG-AS-RO-10-15 |           |        |
| Rev. No.               | Eff. Date | Page   |
| 00                     | 06.15.21  | 1 of 1 |
| Appendix               |           |        |
| 09/14/22               |           |        |
| SIGNATURE              |           |        |
| DATE                   |           |        |

## PURCHASE ORDER

|                                   |  |
|-----------------------------------|--|
| Supplier : <b>HOTEL ST. ELLIS</b> | P.O. No. <b>GDS-2022-228</b>                                   |
| Address : Legazpi City            | Date : September 01, 2022                                      |
| TIN : 161-628-104-00002           | Mode of Procurement : LEASE OF REAL PROPERTY AND VENUE (53.10) |

Gentlemen:

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

**Provision of Meals, Venue and Accommodation for the Conduct of Training-Orientation on Crisis Management: Localizing Crisis Communication Towards Enhancement of Covid-19 Vaccination Awareness and Campaign and Other Learning Events Relative to Crisis Management on September 26-27, 2022**

|   |                                       |
|---|---------------------------------------|
| Place of Delivery : <b>DILG Regional Office V</b> | Delivery Term : <b>As Stated</b>      |
| Date of Delivery :                                | Payment Term : Payment for Actual use |

| Stock/ Property No. | Unit | Description   | Quantity | Unit Cost  | Amount     |
|---------------------|------|---|----------|------------|------------|
| 1                   | Lot  | <b>Day 0 'September 25, 2022</b><br><b>Dinner (6:00 PM) @42 Pax</b><br>Plated Dinner<br>Steamed Rice, Veg and Egg drop soup, Laing, Buttered Fried Chicken, Fish kusido, Fresh fruits and Ice Tea<br><b>Accommodation @42 Pax</b><br><b>Day 1 'September 26, 2022</b><br><b>Breakfast (6:00 AM) @42 Pax</b><br><br>Fried Rice, Scrambled Egg, Bacon, Tinapa with Tomatoes Fruits and Bottled Water<br><br><b>Plated AM Snacks (9:30 AM) @88 Pax</b><br>Clubhouse Sanwich with Potato Chips and Softdrinks<br><b>Plated Lunch (11:45 AM) @88 Pax</b><br>Steamed Rice, Corn Soup, Grilled Liempo, Ensaladang Talong, Cocido Fish, Buko Salad and Ice Tea<br><b>Plated PM Snacks (3:00 PM) @88 Pax</b><br>Pansit Guisado (chicken) Puto and Softdrinks<br><b>Plated Dinner (6:00 PM) @68 Pax</b> | 1        | 345,602.00 | 345,602.00 |

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  | <p>Steamed Rice, Mushroom Soup, Ensaladang Pako, Pork Steak, Fish fillet with sauce/dipfresh, Fruits and Ice Tea</p> <p><b>Accommodation @68 Pax</b><br/> <b>Day 2 'September 27, 2022</b><br/> <b>Plated Breakfast (6:00 AM) @68 Pax</b><br/> Fried Rice, Omellete, Tortang Talong, Hotdog, Fruits and Bottled Water<br/> <b>Plated AM Snacks (9:30 AM) @88 Pax</b><br/> Tuna Sandwich with camote Fries and softdrinks<br/> <b>Plated Lunch (11:45 AM) @88 Pax</b><br/> Steamed Rice, Corn Soup, Paksiw na pata, Chicken cordong Bleu, Bicol Express, choco mousse and Ice Tea<br/> <b>Plated PM Snacks (3:00 PM) @88 Pax</b><br/> Bihon, Bibingka and Softdrinks</p> <p><b>Plated Dinner (6:00 PM) @29 Pax</b><br/> Steamed Rice, Egg &amp; Crab Soup, Buttered Chicken, Lechon Kawali, Bicol Express, Fresh Fruits and Ice Tea</p> <p>Accommodation @29 Pax<br/> <b>Day 0 'September 28, 2022</b><br/> <b>Plated Breakfast (6:00 AM) @29 Pax</b><br/> Fried Rice, Sunny side-up egg, Beef Tapa, Fried Tuyo, Fruits and Bottled Water</p> |  |  |  |
|--|--|--|--|--|--|

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| <p><b>Manner of Serving:</b><br/> Assisted Buffet set up meals with Waiters with Facemask and Faceshields<br/> Time of Serving: Breakfast 6:00 AM -9:30 AM, AM Snacks 9:30 AM; Lunch 11:45 AM; PM Snacks 3:00 PM; Dinner 6:00 PM<br/> Free Flowing water in a dispenser &amp; brewed coffee with creamer and sugar</p> |
| <p><b>Venue</b><br/> - situated within Legazpi City, Albay, accessible by PUV with parking space, concrete enclosed that can accommodate up to 88 persons/training participants for the period September 13-14, 2022 taking into consideration on the requirements on <b>SOCIAL DISTANCING.</b></p>                    |



**Functionality**

- Training Hall can accommodate the required number of pax for Two (2) days; no viewing obstruction between the lectures and the participants
- Sufficient skirted Tables and Chairs for the participants and secretariat
- Conducive for learning and well vintilated
- With LED Monitor for Lecture purposes**

**Facilities**

- Comfort rooms with sufficient water supply and clean basic facilities;
- Properly lit room;
- Functioning fire escapes with proper signage and escape route map with sufficient number of fire-fighting facilities;
- Free and accessible WiFi connection that can accommodate 88 pax
- Complete sound/public address system with at least Five (5) wireless microphones, multimedia projector with screen, and writing board; provide extension cords/wires to accommodate 88 participants with atleast 3-4 wires;
- IBM Table (presentation Tables) and chairs; separate table for secretariat
- Stage with podium for the program
- Sanitation stations/Free Alcohol dispenser
- Air-Conditioned rooms that will strictly observe one bed one participant

**Other Requirements:**


- Stand-by generator set in-case of power interruption; Assigned staff for technical Assistance;
- Free Tarpaulin backdrop (5ft x 6ft) and welcome streamer;Clean and Fresh Apperance no comfort Room odor
- Fast Internet Speed and Strong Wifi Connection that can accommodate all participants with wide parking space
- Security guard on-duty for entire duration of Training

**\*\*\*Three Hundred Forty-Five Thousand Six Hundred Two Pesos Only\*\*\*****345,602.00**

Department of Interior and Local Government has approved the rate by the service provider for the supply of the goods in the sum of **Three Hundred Forty-Five Thousand Six Hundred Two Pesos Only (345,602.00)** to be known as the contract price.

Conforme:

Very truly yours,

  
**FRANELLY AGONDOS**

Signature over Printed Name of Supplier

  
**ATTY. ANTHONY C. NUYDA, CESO III**  
REGIONAL DIRECTOR

9/13/22

Date

**Fund Cluster : 01****Funds Available : UDAP ANA No. 06-122-0801**  
**COREE MODESSA F. BADONG**  
ACCOUNTANT III

SEP 05 2022

**ORS/BURS No. :** \_\_\_\_\_**Date of the ORS/BURS:** \_\_\_\_\_**Amount :** \_\_\_\_\_



Republic of the Philippines  
Department of the Interior and Local Government  
Regional Office V

**REGIONAL OFFICE BIDS AND AWARDS COMMITTEE**

**NOTICE OF AWARD**

September 01, 2022

**The Manager**  
HOTEL ST. ELLIS  
Legazpi City

**Dear Sir/Madam:**

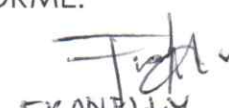
We are pleased to inform you that your quotation for the **Provision of Meals, Venue and Accommodation for the Conduct of Training-Orientation on Crisis Management: Localizing Crisis Communication Towards Enhancement of Covid-19 Vaccination Awareness and Campaign and Other Learning Events Relative to Crisis Management on September 26-27, 2022** with the contract price equivalent to Three Hundred Forty-Five Thousand Six Hundred Two Pesos Only (345,602.00) is hereby accepted.

Please acknowledge receipt and acceptance of this Notice by signing all copies. Retain one copy and return the other to the BAC Secretariat Office, DILG Regional Office V, Rizal Street Legazpi City.

Very Truly Yours,

  
**ATTY. ANTHONY C. NUYDA, CESO III**  
Regional Director

CONFORME:

By:   
**FRANELLY AGONDS**  
(Signature over Printed Name)

Date: 2/13/22

**"Matino, Mahusay at Maaasahan"**

 Rizal St., Legazpi City  
 (052) 4801484; 4801486  (052) 4804023  
 <http://region5.dilg.gov.ph>  
 region5dilg@gmail.com



Republic of the Philippines  
Department of the Interior and Local Government  
Regional Office V

**REGIONAL OFFICE BIDS AND AWARDS COMMITTEE**  
**NOTICE TO PROCEED**

September 01, 2022

**The Manager**  
HOTEL ST. ELLIS  
Legazpi City

**Dear Sir/Madam:**

The attached Notice of Award for the **Provision of Meals, Venue and Accommodation for the Conduct of Training-Orientation on Crisis Management: Localizing Crisis Communication Towards Enhancement of Covid-19 Vaccination Awareness and Campaign and Other Learning Events Relative to Crisis Management on September 26-27, 2022** has been approved, notice is hereby given to you to proceed on your delivery with the above-mentioned as stated upon the date of your receipt of this Notice.


Please acknowledge receipt and acceptance of this Notice by signing all copies on the space provided below. Retain one copy and return the other to the BAC Secretariat Office, DILG Regional Office V, Rizal Street Legazpi City.

Very Truly Yours,

  
**ATTY. ANTHONY C. NUYDA, CESO III**  
Regional Director

CONFORME:

By:

  
**FRANELLY AGONDOC**

(Signature over Printed Name)

Date:

09/01/22

**"Matino, Mahusay at Maaasahan"**

 Rizal St., Legazpi City  
 (052) 4801484; 4801486  (052) 4804023  
 <http://region5.dilg.gov.ph>  
 region5dilg@gmail.com





**BAC RESOLUTION DECLARING HOTEL ST. ELLIS AS THE BIDDER WITH THE LOWEST CALCULATED AND RESPONSIVE BID (LCRB) FOR THE CONTRACT: PROVISION OF MEALS, VENUE AND ACCOMMODATION FOR THE CONDUCT OF TRAINING-ORIENTATION ON CRISIS MANAGEMENT: LOCALIZING CRISIS COMMUNICATION TOWARDS ENHANCEMENT OF COVID-19 VACCINATION AWARENESS AND CAMPAIGN AND OTHER LEARNING EVENTS RELATIVE TO CRISIS MANAGEMENT ON SEPTEMBER 26-27, 2022**  
**LCRB-RFQ NO. GDS-2022-228**

**WHEREAS**, the Department of the Interior and Local Government Regional Office No. 5 requested quotation/s for the project: **PROVISION OF MEALS, VENUE AND ACCOMMODATION FOR THE CONDUCT OF TRAINING-ORIENTATION ON CRISIS MANAGEMENT: LOCALIZING CRISIS COMMUNICATION TOWARDS ENHANCEMENT OF COVID-19 VACCINATION AWARENESS AND CAMPAIGN AND OTHER LEARNING EVENTS RELATIVE TO CRISIS MANAGEMENT ON SEPTEMBER 26-27, 2022** with an Approved Budget for the Contract (ABC): Three Hundred Seventy-One Thousand Five Hundred Fifty Pesos (371,550.00).

**WHEREAS**, the BAC resorted to **LEASE OF REAL PROPERTY AND VENUE (53.10)** as an alternative mode of procurement posted in the Project Bulletin Board for the period from August 15 to August 22, 2022.

**WHEREAS**, the committee waived the formalities of competitive bidding procedures, the evaluation shall be per lot basis.

**WHEREAS**, the BAC Secretariat presented Five (5) quotations from bidders/suppliers as follows:

| BIDDER   | BID AMOUNT                             | REMARKS                                |
|--|--|--|
| HOTEL ST. ELLIS                                    | Php 345,602.00                         | RANK 1                                 |
| LA VENEZIA HOTEL AND SPA, INC.                     | Php 345,960.00                         | RANK 2                                 |
| THE MARISON HOTEL                                  | DQ: NO ELIGIBILITY DOCUMENTS SUBMITTED | DQ: NO ELIGIBILITY DOCUMENTS SUBMITTED |
| PEPPERLAND HOTEL AND LEISURES CORPORATION          | DQ: EXCEEDED ABC                       | DQ: EXCEEDED ABC                       |
| THE ORIENTAL HOSPITALITY AND RESTAURANT MANAGEMENT | DQ: EXCEEDED ABC                       | DQ: EXCEEDED ABC                       |

**WHEREAS**, upon examination, validation and verification of all the eligibility, technical and financial requirements submitted by **HOTEL ST. ELLIS** its bid was found to be responsive;

**WHEREAS**, the BAC declared and recommended **HOTEL ST. ELLIS** as the Lowest Calculated and Responsive Bidder.

**NOW, THEREFORE**, We, the members of the Bids and Awards Committee, hereby **RESOLVE**, as it is hereby **RESOLVED**

To recommend for the approval and awarding of as the bidder with the lowest calculated and responsive bid for the contract **PROVISION OF MEALS, VENUE AND ACCOMMODATION FOR THE CONDUCT OF TRAINING-ORIENTATION ON CRISIS MANAGEMENT: LOCALIZING CRISIS COMMUNICATION TOWARDS ENHANCEMENT OF COVID-19 VACCINATION AWARENESS AND CAMPAIGN AND OTHER LEARNING EVENTS RELATIVE TO CRISIS MANAGEMENT ON SEPTEMBER 26-27, 2022** with the amount of Three Hundred Forty-Five Thousand Six Hundred Two Pesos Only (345,602.00).

**RESOLVED**, at the DILG RO V Conference Room this 1<sup>st</sup> day of September, 2022.

**MA. GRACE JOY M. TANGO**  
Provisional Member

**ALFREDO L. SALLAN**  
Regular Member

**MARILI M. PECSON**  
Provisional Member

**AMALINE R. COLINA**  
Regular Member

**GRACE S. MAGO**  
Provisional Member

**MAE G. CLEMENTE**  
Regular Member

**MA. RUTHEL P. GIGANTOCA**  
BAC Chairperson

☒ Approved

☐ Disapproved

**ATTY. ANTHONY C. NUYDA CESO III**  
Regional Director