



## PURCHASE ORDER

Supplier : **HOTEL ST. ELLIS**  
Address : Legazpi City  
TIN : 161-628-104-002

P.O. No. **GDS-2022-291**  
Date : October 18, 2022  
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 herein:

**PROVISION OF MEALS, VENUE AND ACCOMMODATION FOR THE CONDUCT OF REGIONAL ROLL-OUT TRAINING ON ANTI-DRUG ABUSE SYSTEM (ADAS), COMMUNITY-BASED DRUG REHABILITATION PROGRAM (CBDRP) AND LOCAL ANTI-DRUG PLAN OF ACTION (LADPA) ON OCTOBER 20-21, 2022 .**

Place of Delivery : **DILG Regional Office V**

Delivery Term : **As Stated**

Date of Delivery :

Payment Term : Payment for Actual use

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	<b>Day 1 – October 20, 2022</b> <b>AM Snacks 9:30AM (20 pax)</b> Sandwich / pasta and bottled/ canned juice/soda <b>Lunch 11:45AM (20 pax)</b> Steamed rice with meat, fish and vegetable viand, fruits bottled bottled/ canned juice/soda <b>PM Snacks 3:00PM (20 pax)</b> Sandwich / pasta and bottled/ canned juice/soda <b>Dinner 6:00PM (12 pax)</b> Steamed rice with meat, fish and vegetable viand, fruits bottled mineral water 500 ml. Chocolate drink/ Coffee <b>Accommodation (12 pax)</b> Room accommodation for 12 Pax <b>Day 2 – October 21, 2022</b> <b>AM Snacks 9:30AM (20 pax)</b> Steamed rice with meat, fish and vegetable viand, fruits bottled mineral water 500 ml. Chocolate drink/ Coffee <b>Lunch 11:45AM (20 pax)</b> Sandwich / pasta and bottled/ canned juice/soda <b>PM Snacks 3:00PM (20 pax)</b> Sandwich / pasta and bottled/ canned juice/soda	1	54,000.00	54,000.00

\* Free flowing brewed coffee, creamer, sugar, tissue, stirrer, & purified water in dispenser

\*Inclusion of pica-pica - can either be mixed nuts, peanuts, candies, and other finger food.

Conditions:

\* Each viand (meat, fish, vegetable, chicken) shall be at least 200 grams/serving

Note: CATERING SHALL BE ASSISTED BUFFET WITH UNIFORMED WAITER/S

\* Rice – 1 cup regular size

\* Snacks/sandwiches, cakes & pasta should be at least 200 grams/serving

Venue

- Venue must be situated within Legazpi City. It must be accessible wide parking space, concrete enclosed/soundproof hall; well-ventilated, can accommodate up to 20 persons.

Functionality

- Conference room can accommodate the required number of pax for two (2) training days; no viewing obstruction between the lecturers and the participants;

- Sufficient skirted tables and chairs for the participants and secretariat

- Air-conditioned rooms with complete beddings, service water and room assistance good for 12 participants

- Comfort rooms with sufficient water supply and clean basic facilities;

- Properly lit room;

- Functional fire escapes with proper signage and escape route map with firefighting facilities;

- Functional landline telephone;

- Free and accessible WiFi connection;

- Complete sound/public address system with at least four (4) wireless microphones, multimedia projector with screen, extra extension cords/wires for the use of laptops of the participants, computer and related equipment and whiteboard

- With stand-by generator set in-case of power interruption

- Assigned staff for technical assistance

- Clean and fresh appearance of all the facilities;

- Security guard on-duty for the entire duration of training.

Note:

• One (1) night accommodation (air-conditioned room).

• Free flowing brewed coffee w/ creamer and sugar

• Mineral water in dispenser


• Assisted Buffet

\*\*\*Fifty-Four Thousand Pesos Only\*\*\*

54,000.00

Department of Interior and Local Government has approved the rate by the service provider for the supply of the goods in the sum of **Fifty-Four Thousand Pesos Only (54,000.00)** to be known as the contract price.

Conforme:

  
Lyra Gregorio

Signature over Printed Name of Supplier

OCT 21, 2022

Date

Very truly yours,

  
ATTY. ARNALDO E. ESCOBAR, JR. CESO V  
REGIONAL DIRECTOR

Fund Cluster : 01

Funds Available : SR 2022 - 09-1754

  
OCT 21 2022  
COREE MODESSA F. BADONG  
ACCOUNTANT III

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**

**October 18, 2022**

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

**Dear Sir/Madam:**

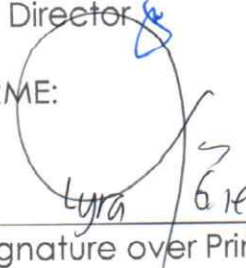
We are pleased to inform you that your quotation for the **Provision of Meals, Venue and Accommodation for the Conduct of Regional Roll-out Training on Anti-drug Abuse System (ADAS), Community-based Drug Rehabilitation Program (CBDRP) and Local Anti-drug Plan of Action (LADPA) on October 20-21, 2022** with the contract price equivalent to Fifty-Four Thousand Pesos Only (54,000.00) 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. ARNALDO E. ESCOBER, JR. CESO V**  
Regional Director

CONFORME:

By:   
(Signature over Printed Name)

Date: 10 / 21 / 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

Document Code  
**FM-QP-DILG-AS-RO-10-15**

Rev. No.	Eff. Date	Page
00	06.15..21	1 of 1

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

**October 18, 2022**

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

**Dear Sir/Madam:**

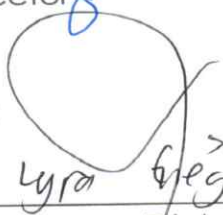
The attached Notice of Award for the **Provision of Meals, Venue and Accommodation for the Conduct of Regional Roll-out Training on Anti-drug Abuse System (ADAS), Community-based Drug Rehabilitation Program (CBDRP) and Local Anti-drug Plan of Action (LADPA) on October 20-21, 2022** has been approved, 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. ARNALDO E. ESCOBAR, JR. CESO V**  
Regional Director

CONFORME:

By:   
(Signature over Printed Name)

Date: 10/21/22

**"Matino, Mahusay at Maaasahan"**

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 [region5dilg@gmail.com](mailto:region5dilg@gmail.com)





Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
Regional Office V  
Legazpi City

**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 REGIONAL ROLL-OUT TRAINING ON ANTI-DRUG ABUSE SYSTEM (ADAS), COMMUNITY-BASED DRUG REHABILITATION PROGRAM (CBDRP) AND LOCAL ANTI-DRUG PLAN OF ACTION (LADPA) ON OCTOBER 20-21, 2022**  
**LCRB-RFQ NO. GDS-2022-291**

**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 REGIONAL ROLL-OUT TRAINING ON ANTI-DRUG ABUSE SYSTEM (ADAS), COMMUNITY-BASED DRUG REHABILITATION PROGRAM (CBDRP) AND LOCAL ANTI-DRUG PLAN OF ACTION (LADPA) ON OCTOBER 20-21, 2022** with an Approved Budget for the Contract (ABC): Sixty-One Thousand Eight Hundred Pesos (61,800.00).

**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 October 7, 2022 to October 11, 2022.

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

**WHEREAS**, the BAC Secretariat presented Three (3) quotations from bidders/suppliers as follows:

BIDDER	BID AMOUNT	REMARKS
HOTEL ST. ELLIS	Php 54,000.00	RANK 1
PEPPERLAND HOTEL AND LEISURES CORPORATION	Php 61,800.00	RANK 2.5
NINONG'S HOTEL	Php 61,800.00	RANK 2.5

**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 REGIONAL ROLL-OUT TRAINING ON ANTI-DRUG ABUSE SYSTEM (ADAS), COMMUNITY-BASED DRUG REHABILITATION PROGRAM (CBDRP) AND LOCAL ANTI-DRUG PLAN OF ACTION (LADPA) ON OCTOBER 20-21, 2022** with the amount of Fifty-Four Thousand Pesos Only (54,000.00).

**RESOLVED**, at the DILG RO Training Hall this 17<sup>th</sup> day of October, 2022.

  
**MARILI M. PECSON**  
Provisional Member

  
**ALFREDO L. SALLAN**  
Regular Member

  
**ANTONIO H. PASANO**  
Regular Member

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

  
**AMALINE R. COLINA**  
Regular Member

  
**MAE G. CLEMENTE**  
Regular Member

☒ **Approved**

☐ **Disapproved**

  
**ATTY. ARNALDO E. ESCOBAR, JR. CESO V**  
Regional Director