



PURCHASE ORDER

Appendix 61

SIGNATURE

DATE

Supplier : HOTEL ST. ELLIS

Address : Legazpi City

TIN : 161-628-104-00002

P.O. No. GDS-2022-867

Date : November 28, 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:

Procurement of Meals, Venue and Accommodation for the Participants, Guests and Facilitators during the 2022 Support to Barangay Development Program Implementation Evaluation and Levelling with the Regional Task Force ELCAC cum Barangayan and SBDP Awards on December 6-7, 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	Day 0 – December 5, 2022 Accommodation for 65 pax Dinner 6:00PM (65 pax) Steamed rice with meat, fish and vegetable viand, fruits, bottled mineral water 500 ml, Chocolate drink/ Coffee Day 1 – December 6, 2022 Breakfast 6:00AM (206 Pax) 'Steamed rice/fried rice, egg, viand, Chocolate Drink/Coffee AM Snacks 9:30AM (206 pax) Sandwich / pasta and bottled/ canned juice/soda Lunch 11:45AM (206 pax) Steamed rice with meat, fish and vegetable viand, fruits bottled bottled/ canned juice/soda PM Snacks 3:00PM (206 pax) Sandwich / pasta and bottled/ canned juice/soda Dinner 6:00PM (206 pax) Steamed rice with meat, fish and vegetable viand, fruits bottled mineral water 500 ml. Chocolate drink/ Coffee Accommodation 171 Pax Day 2 – December 7, 2022 Breakfast 6:00AM (171 pax) Steamed rice/fried rice, egg, viand, Chocolate Drink/Coffee AM Snacks 9:30AM (85 pax) Sandwich / pasta and bottled/ canned juice/soda Lunch 11:45AM (85 pax) Steamed rice with meat, fish and vegetable viand, fruits bottled bottled/ canned juice/soda PM Snacks 3:00PM (260 pax) Sandwich / pasta and bottled/ canned juice/soda	1	1,223,950.00	1,223,950.00

		Dinner 6:00PM (260 pax) Steamed rice with meat, fish and vegetable viand, fruits bottled mineral water 500 ml, Chocolate drink/ Coffee			
		Accommodation 186 Pax			

Note:

- Two (3) nights accommodation
- Twin-Sharing Room
- Free flowing brewed coffee w/ creamer and sugar
- Mineral water in dispenser
- Assisted Buffet

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 **260 persons**.

Functionality

- Theatre Hall/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
- Will allow setup of rented LED monitor, lights and sounds
- Air-Conditioned

Facilities

- Air-conditioned TWIN SHARING rooms with complete beddings, service water and room assistance good for up to 186 guests
- 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 fast WIFI connection;
- Complete sound/public address system with at least four (5) wireless microphones, multimedia projector with screen, extra tables and chairs, 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.

Other Requirements:

- Standby generator set in case of power interruption; assigned staff for technical assistance
- Free tarpaulin backdrop (5ft x 6ft) and welcome streamer/tv or digital signage; clean and fresh appearance; no comfort room odor
- Fast internet speed and strong WIFI connection that can accommodate all participants
- Security guard on-duty for the entire duration of training.
- With wide parking space.

One Million Two Hundred Twenty-Three Thousand and Nine Hundred Fifty Pesos Only	1,223,950.00
--	---------------------

Department of Interior and Local Government has approved the rate by the service provider for the supply of the goods in the sum of **One Million Two Hundred Twenty-Three Thousand and Nine Hundred Fifty Pesos Only (1,223,950.00)** to be known as the contract price.

Conforme:


Signature over Printed Name of Supplier
05 DEC 2022
Date

Very truly yours,


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

Fund Cluster : <u>01</u> Funds Available : <u>SR 2022-02-0460</u> <u>01 DEC 2022</u> 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

November 28, 2022


The Manager
HOTEL ST. ELLIS
Legazpi City

Dear Sir/Madam:

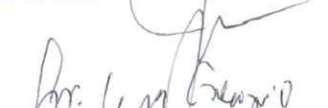
We are pleased to inform you that your quotation for **Procurement of Meals, Venue and Accommodation for the Participants, Guests and Facilitators during the 2022 Support to Barangay Development Program Implementation Evaluation and Levelling with the Regional Task Force ELCAC cum Barangayan and SBDP Awards on December 6-7, 2022** with the contract price equivalent to One Million Two Hundred Twenty-Three Thousand and Nine Hundred Fifty Pesos Only (1,223,950.00) 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. ESCOBAR, JR. CESO V
Regional Director

CONFORME:

By: 
(Signature over Printed Name)

05 DEC 2022

Date: _____

"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

November 28, 2022

The Manager
HOTEL ST. ELLIS
Legazpi City

Dear Sir/Madam:

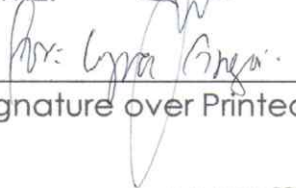
The attached Notice of Award for the **Procurement of Meals, Venue and Accommodation for the Participants, Guests and Facilitators during the 2022 Support to Barangay Development Program Implementation Evaluation and Levelling with the Regional Task Force ELCAC cum Barangayan and SBDP Awards on December 6-7, 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. ESCOBER, JR. CESO V
Regional Director

CONFORME:

By: 
(Signature over Printed Name)

Date: 05 DEC 2022

"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
Legazpi City

BAC RESOLUTION DECLARING HOTEL ST. ELLIS WITH THE SINGLE LOWEST CALCULATED AND RESPONSIVE BID (SLCRB) FOR THE CONTRACT: PROCUREMENT OF MEALS, VENUE AND ACCOMODATION FOR THE PARTICIPANTS, GUESTS AND FACILITATORS DURING THE 2022 SUPPORT TO BARANGAY DEVELOPMENT PROGRAM IMPLEMENTATION EVALUATION AND LEVELLING WITH THE REGIONAL TASK FORCE ELCAC CUM BARANGAYAN AND SBDP AWARDS ON DECEMBER 6-7, 2022.
SLCRB-RFQ NO. GDS-2022-367

WHEREAS, the Department of the Interior and Local Government Regional Office No. 5 requested quotation/s for the **PROCUREMENT OF MEALS, VENUE AND ACCOMODATION FOR THE PARTICIPANTS, GUESTS AND FACILITATORS DURING THE 2022 SUPPORT TO BARANGAY DEVELOPMENT PROGRAM IMPLEMENTATION EVALUATION AND LEVELLING WITH THE REGIONAL TASK FORCE ELCAC CUM BARANGAYAN AND SBDP AWARDS ON DECEMBER 6-7, 2022** with an Approved Budget for the Contract (ABC): One Million Two Hundred Twenty-Three Thousand and Nine Hundred Fifty Pesos (1,223,950.00).

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 November 17, 2022 to November 23, 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 1,223,950.00	SLCRB
NINONGS HOTEL	DQ: NO ATTACHMENT	DQ: NO ATTACHMENT
LA VENEZIA HOTEL & SPA, INC.	DQ: NO ATTACHMENT	DQ: NO ATTACHMENT

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 Single 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 Single lowest calculated and responsive bid for the contract **PROCUREMENT OF MEALS, VENUE AND ACCOMODATION FOR THE PARTICIPANTS, GUESTS AND FACILITATORS DURING THE 2022 SUPPORT TO BARANGAY DEVELOPMENT PROGRAM IMPLEMENTATION EVALUATION AND LEVELLING WITH THE REGIONAL TASK FORCE ELCAC CUM BARANGAYAN AND SBDP AWARDS ON DECEMBER 6-7, 2022** with the amount of One Million Two Hundred Twenty-Three Thousand and Nine Hundred Fifty Pesos Only (1,223,950.00).

RESOLVED, at the DILG RO V LGRRRC Library this 24th day of November, 2022.

MA. GRACE JOY U. TANGO
Provisional Member

ALFREDO L. SALLAN
Regular Member

MAE G. CLEMENTE
Regular Member

ATTY. MAGDALENA A. BORBE-MALLARI
Regular Member

AMAINE R. COLINA
Regular Member

MA. RUTHEL P. GIGANTOCA
BAC Chairperson

☒ **Approved**

☐ **Disapproved**

ATTY. ARNALDO E. ESCOBER, JR. CESO V
Regional Director