



PURCHASE ORDER

COA-DILG-RO-V
RECEIVED
Appendix
6/8/22

Supplier : HOTEL ST. ELLIS	P.O. No. GDS-2022-142
Address : Legazpi City	Date : June 08, 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-Workshop on the Formulation of Local Climate Change Action Plan (LCCAP) on June 13-16, 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	Meals Venue and Accommodation	1	891,000.00	891,000.00
		Day 0- June 12, 2022			
		Plated Dinner (6:00 PM) @48 Pax			
		Steamed Rice, Veg and Egg			
		Dropy Soup, Laing, Buttered			
		Fried Chicken, Fish Kusido, Fresh			
		Fruits and Ice Tea			
		Accommodation @48 Pax			
		Day 1- June 13, 2022 @102 Pax			
		Plated Breakfast (6:00 AM)			
		Fried Rice, Scrambled Egg,			
		Bacon, Tinapa with Tomatoes,			
		Fruits and Bottled Water			
		Plated AM Snacks (9:30 AM)			
		Clubhouse Sandwich with			
		Potato chips and Softdrinks			
		Plated Lunch (11:45 AM)			
		Steamed Rice, Creamy Corn			
		Soup, Grilled Liempo,			
		Ensaladang Talong, Cocido			
		Fish, Buko Salad and Ice Tea			
		Plated PM Snacks (3:00 PM)			
		Pansit Guisado (Chicken) with			
		Puto and Softdrinks			
		Plated Dinner (6:00 PM)			
		Steamed Rice, Creamy			
		Mushroom Soup, Ensaladang			
		Pako, Pork Steak, Fish Fillet with			
		sauce/dip, Fresh fruits and Ice			
		Tea			
		Accommodation @94 Pax			
		Day 2- June 14, 2022 @102 Pax			

		Plated Breakfast (6:00 AM) Fried Rice, Omellete Tortang Talong, Hotdog, Fruits and bottled water			
		Plated AM Snacks (9:30 AM) Tuna Sandwich with Camote Fries and Softdrinks			
		Plated Lunch (11:45 AM) Steamed Rice, Corn Soup, Paksiw na pata, Chicken Cordon Bleu, Bicol Express and Choco Mousse and Ice Tea			
		Plated PM Snacks (3:00 PM) Bihon, Bibingka and Softdrinks			
		Plated Dinner (6:00 PM) Steamed Rice, Egg and Crab Soup, Buttered Chicken, Lechon Kawali, Bicol Express and Fresh Fruits			
		Accommodation @94 Pax			
		Day 3- June 15, 2022 @102 Pax			
		Plated Breakfast (6:00 AM) Fried Rice, Sunny Side Up Egg, Beef Tapa , Fried Tuyo, Fruits and Bottled Water			
		Plated AM Snacks (9:30 AM) Creamy Chicken Carbonara, Biscocho/Toated Bread and Sofdrinks			
		Plated Lunch (11:45 AM) Steamed Rice, Crab and Corn Soup, Pork Tenderloin Tips with Mushrooms, Chicken BBQ, Ensaladang Talong, Veggies Ensalada, Buko Salad and Ice Tea			
		Plated PM Snacks (3:00 PM) Lomi with Garlic Bread and Softdrinks			
		Plated Dinner (6:00 PM) Steamed Rice, Mushroom Soup and Shrinp Tempura, Nilagang Baka, Chopsuey, Fresh Fruits and Ice Tea			
		Accommodation @94 Pax			
		Day 4- June 16, 2022 @102 Pax			
		Plated Breakfast (6:00 AM) Fried Rice, Scrambled Egg, Embutido Fried Pusit, Fruits and Bottled Water			
		Plated AM Snacks (9:30 AM)			

	2 Slices of Chiffon Cake and Sofdrinks			
	Plated Lunch (11:45 AM)			
	Steamed Rice, Corn and Crab Soup, Chicken Fillet with Sauce/ DIP Mixed Buttered Veggies, Fish Cocido, Coffee Jelly and Bottled Water			
	Plated PM Snacks (3:00 PM)			
	Champorado with Puto and Ice Tea			
	Plated Dinner (6:00 PM)			
	Steamed RICE, Egg and Crab Soup, Butered Chicken, Baby Back Ribs, Laing, fresh fruits and Ice Tea			
	Accommodation @48 Pax			
	Day 5- June 17, 2022 @48 Pax			
	Plated Breakfast (6:00 AM)			
	Fried Rice, Scrambled Egg, Bacon, Tinapa with Tomatoes, Fruits and Bottled Water			
	Day 0-Day 5			
	With Free Flowing Brewed Coffee, Creamer, Sugar and Water Dispenser			

Venue

- situated within Legazpi City, Albay, accessible by PUV with parking space, concrete enclosed/soundproof hall; can accommodate up to 102 persons/training participants for the period June 13-16, 2022 taking consideration the requirements on Social Distancing.

Functionality

- Training Hall can accommodate the required number of pax for four Days (4) ; no viewing obstruction between the lecturers and the participants;
- Sufficient skirted tables and chairs for the participants and secretariat
- ' Conducive for Learning and well ventilated

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;
- 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 102 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 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

Eight Hundred Ninety-One Thousand Pesos Only	891,000.00
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Department of Interior and Local Government has approved the rate by the service provider for the supply of the goods in the sum of **Eight Hundred Ninety-One Thousand Pesos Only (891,000.00)** to be known as the contract price.

Conforme:

Signature over Printed Name of Supplier

Date

Very truly yours,

ATTY. ANTHONY C. NUYDA, CESO III
REGIONAL DIRECTOR

Fund Cluster : 01
Funds Available : LDDAP ADA NO. 03-048-0280

ORS/BURS No. : _____
Date of the ORS/BURS: _____
Amount : _____


COREE MODESSA F. BADONG
ACCOUNTANT III

JUN 09 2022



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

REGIONAL OFFICE BIDS AND AWARDS COMMITTEE

NOTICE OF AWARD

June 8, 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-Workshop on the Formulation of Local Climate Change Action Plan (LCCAP) on June 13-16, 2022** with the contract price equivalent to Eight Hundred Ninety-One Thousand Pesos Only (891,000.00) 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. ANTHONY C. NUYDA, CESO III
Regional Director

CONFORME:

By: Lyra Gregorio
(Signature over Printed Name)

Date: 6/9/22

"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

June 8, 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-Workshop on the Formulation of Local Climate Change Action Plan (LCCAP) on June 13-16, 2022** has been approved, notice is hereby given to you to proceed on your delivery with the above-mentioned contract 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:


(Signature over Printed Name)

Date: 6/9



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 SINGLE LOWEST CALCULATED AND RESPONSIVE BID (SLCRB) FOR THE CONTRACT: PROVISION OF MEALS, VENUE AND ACCOMMODATION FOR THE CONDUCT OF TRAINING-WORKSHOP ON THE FORMULATION OF LOCAL CLIMATE CHANGE ACTION PLAN (LCCAP) ON JUNE 13-16, 2022.
SLCRB-RFQ NO. GDS-2022-142

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-WORKSHOP ON THE FORMULATION OF LOCAL CLIMATE CHANGE ACTION PLAN (LCCAP) ON JUNE 13-16, 2022** with an Approved Budget for the Contract (ABC): Eight Hundred Nine-One Thousand Pesos (891,000.00).

WHEREAS, the BAC resorted to **Negotiated Procurement: LEASE OF REAL PROPERTY AND VENUE (53.10)** as an alternative mode of procurement posted in the Project Bulletin Board for the period from May 31, 2022 to June 04, 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 891,000.00	SLCRB
HOTEL VENEZIA	Php 974,802.00	DQ: EXCEEDED ABC
THE MARISON HOTEL	DQ: NOT AVAILABLE	DQ: NOT AVAILABLE

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 **PROVISION OF MEALS, VENUE AND ACCOMMODATION FOR THE CONDUCT OF TRAINING-WORKSHOP ON THE FORMULATION OF LOCAL CLIMATE CHANGE ACTION PLAN (LCCAP) ON JUNE 13-16, 2022** with the amount equivalent to Eight Hundred Ninety-One Thousand Pesos Only (891,000.00).

RESOLVED, at the DILG RO V Conference Room this 7th day of June 2022.

MA. GRACE JOY U. TANGO
Provisional Member

MARILI M. PECSON
Provisional Member

GRACE S. MAGO
Provisional Member

AMALINE R. COLINA
Regular Member

MAE G. CLEMENTE
Regular Member

OLIVIO D. RAMIREZ
BAC Vice-Chairperson

MA. RUTHEL P. GIGANTOCA
BAC Chairperson

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Approved

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Disapproved

ATTY. ANTHONY C. NUYDA CESO III
Regional Director