



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

**PURCHASE ORDER**

COA-DILG R.O.V

|                        |           |          |
|------------------------|-----------|----------|
| Document Code          |           |          |
| FM-QP-DILG-AS-RO-10-15 |           |          |
| Rev. No.               | Eff. Date | Page     |
| 00                     | 06.15.21  | 1 of 1   |
| Appendix 61            |           |          |
| SIGNATURE              |           | DATE     |
| [Signature]            |           | 12/01/22 |

Supplier : **PEPPERLAND HOTEL AND LEISURES CORPORATION**

Address : Legazpi City

TIN : 463-582-258-000

P.O. No. **GDS-2022-358**

Date : November 24, 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 NGA-LGU Devolution Forum" on  
November 29, 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 Nov. 29, 2022</b><br><b>BREAKFAST (55 pax) 8:00AM</b><br>Filipino Breakfast<br><br><b>Plated AM SNACK (55 pax) 9:30AM</b><br>Baked Macaroni, Toast Bread and Lemonade<br><br><b>Plated LUNCH (55 pax) 11:45AM</b><br>Cream of of Corn Soup, Stir Fried Vegetable,<br>Chicken Patel, Stewed BABY back Ribs, Plain<br>Rice, Buko Pandan and Ice Tea or Soda<br><br><b>Plated PM SNACK (55 pax) 3:00PM</b><br>Chicekn Penne Tomato Cream Patsa, Toast<br>Bread and Softdrinks<br><br><b>Accommodation @16 Pax</b><br><b>Day 0 Nov. 30, 2022</b><br><b>BREAKFAST (16 pax) 6:00AM</b><br>Complimentary Breakfast | 1        | 114,300.00 | 114,300.00 |

- Manner of Serving: Buffet/Plated meals with waiters with facemask.
- Time of Serving: Breakfast- 7:00-8:30 AM; AM Snacks- 9:30AM; Lunch- 12:00 NN, PM Snacks- 3:00 PM; Dinner – 6:00- 7:30 PM
- Free flowing water in a dispenser & brewed coffee with creamer and sugar.
- Only those indicated No. of pax will be served with breakfast.

**Venue**

- Situated within Legazpi City, accessible by PUV with parking space, a concrete enclosed/soundproof hall; can accommodate 55 persons/training participants for November 29, 2022 taking into consideration the requirements on SOCIAL DISTANCING.

**Functionality**

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

**Facilities**

- Comfort Rooms with sufficient water supply and clean basic facilities;
- Properly lit room;
- Functioning fire escapes with proper signage and escape route map; sufficient number of fire-fighting facilities;
- Free and accessible Wi-Fi Connection;
- Complete sound/public address system with at least 2 wireless microphones; provide multimedia projector with screen and writing board; provide extension wires/cord to accommodate 52 participants with at least 3-5 wires; with wide screen and LCD projector and writing board.
- IBM table (presentation tables) and chairs; separate table for secretariat
- Sanitation stations/ free alcohol dispenser
- Air-Conditioned rooms that will OBSERVE ONE BED ONE PARTICIPANT.

**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 Hundred Fourteen Thousand Three Hundred Pesos Only\*\*\***

**114,300.00**

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 Hundred Fourteen Thousand Three Hundred Pesos Only (114,300.00)** to be known as the contract price.

Conforme:

Very truly yours,


  
GIANA CAYLA ANTONIO  
Signature over Printed Name of Supplier  
Nov. 28, 2022  
Date

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

Fund Cluster : 01

Funds Available :

SR2021-08-1594 & SR2022-08-1535

  
NOV 28 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**

**November 24, 2022**

**The Manager**

PEPPERLAND HOTEL AND LEISURES CORPORATION  
Legazpi City

**Dear Sir/Madam:**

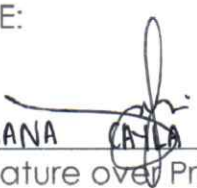
We are pleased to inform you that your quotation for **Provision of Meals Venue and Accommodation for the conduct of Regional NGA-LGU Devolution Forum" on November 29, 2022** with the contract price equivalent to Fourteen Thousand Three Hundred Pesos Only (114,300.00) is hereby accepted.

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:   
GIANA CARLA ANTONIO  
(Signature over Printed Name)

Date: Nov. 28, 2022

**"Matino, Mahusay at Maaasahan"**

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





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## REGIONAL OFFICE BIDS AND AWARDS COMMITTEE

### NOTICE TO PROCEED

November 24, 2022

**The Manager**

PEPPERLAND HOTEL AND LEISURES CORPORATION  
Legazpi City

**Dear Sir/Madam:**

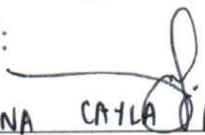
The attached Notice of Award for the **Provision of Meals Venue and Accommodation for the conduct of Regional NGA-LGU Devolution Forum" on November 29, 2022** has been approved notice is hereby given to you to proceed on your delivery with the above-mentioned as stated upon the date of your receipt of 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:   
GIANA CAYLA ANTONIO  
(Signature over Printed Name)

Date: Nov. 28, 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 PEPPERLAND HOTEL AND LEISURES CORPORATION WITH THE SINGLE LOWEST CALCULATED AND RESPONSIVE BID (SLCRB) FOR THE CONTRACT: PROVISION OF MEALS VENUE AND ACCOMMODATION FOR THE CONDUCT OF REGIONAL NGA-LGU DEVOLUTION FORUM" ON NOVEMBER 29, 2022**  
**SLCRB-RFQ NO. GDS-2022-358**

**WHEREAS**, the Department of the Interior and Local Government Regional Office No. 5 requested quotation/s for the **PROVISION OF MEALS VENUE AND ACCOMMODATION FOR THE CONDUCT OF REGIONAL NGA-LGU DEVOLUTION FORUM" ON NOVEMBER 29, 2022** with an Approved Budget for the Contract (ABC): One Hundred Fourteen Thousand Three Hundred Pesos (114,300.00).

**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 15, 2022 to November 21, 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           |
|--|-------------------|-------------------|
| PEPPERLAND HOTEL AND LEISURES CORPORATION                        | Php 114,300.00    | SLCRB             |
| LEGAZPI MEI LI INC / THE MARISON HOTEL                           | DQ: NOT AVAILABLE | DQ: NOT AVAILABLE |
| THE ORIENTAL HOSPITALITY AND RESTAURANT MANAGEMENT SERVICES INC. | DQ: NO BID        | DQ: NO BID        |

**WHEREAS**, upon examination, validation and verification of all the eligibility, technical and financial requirements submitted by **PEPPERLAND HOTEL AND LEISURES CORPORATION** its bid was found to be responsive;

**WHEREAS**, the BAC declared and recommended **PEPPERLAND HOTEL AND LEISURES CORPORATION** 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 REGIONAL NGA-LGU DEVOLUTION FORUM" ON NOVEMBER 29, 2022** with the amount of One Hundred Fourteen Thousand Three Hundred Pesos Only (114,300.00).

**RESOLVED**, at the DILG RO V LGRRRC Library this 23<sup>rd</sup> day of November, 2022.

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

  
**LUNINGNING Z. BRAZIL**  
Provisional Member

  
**MAE G. CLEMENTE**  
Regular Member

  
**ATTY. MAGDALENA A. BORBE-MALLARI**  
Regular Member

  
**AMALINE R. COLINA**  
Regular Member

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



Approved



Disapproved

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