



PURCHASE ORDER



Supplier <b>HOTEL INIGO</b>	P.O. No. <b>GDS-2023-226</b>
Address <b>Legazpi City</b>	Date : <b>July 19, 2023</b>
TIN : <b>747-850-826-000</b>	Mode of Procurement : <b>LEASE OF REAL PROPERTY AND VENUE (53.10)</b>

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 1st Semester Performance Assessment, Catch-Up Planning and Reformulation of Project Monitoring Strategies on July 20-21, 2023**

Place of Delivery : <b>DILG Regional Office V</b>	Delivery Term : <b>As Stated</b>
Date of Delivery :	Payment Term :

Stock / Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	<b>July 20, 2023</b>	1	164,950.00	164,950.00
		<b>Lunch (11:30 AM) @41 pax</b>			
		Steamed Rice, Crab and Corn Soup, Tuna Fillet with Mushroom and Cream Sauce, Fried Chicken, Chopsuey, Mango Tapioca, Blue Lemonade			
		<b>PM Snack (3:00 PM) @41 pax</b>			
		Creamy tuna pasta with Garlic Bread, Coke in Can			
		<b>Dinner (6:00 PM) @41 pax</b>			
		Steamed Rice, Egg drop soup, Lumpiang Shanghai, Pork with Broccoli, Fresh Fruit Slices, Pineapple Juice in Can			
		<b>Accommodation @ 26 pax</b>			
		<b>July 21, 2023</b>			
		<b>Breakfast @41 pax</b>			
		Garlic Rice, Pork Tocino, Scrambled Egg, 2 pcs Sweet Ham, Hot Choco			
		<b>AM Snack (10:00 AM) @41 pax</b>			
		Grilled Ham and Cheese Sandwich with Potato chips, Coke in Can			
		<b>Lunch (11:30 AM) @41 pax</b>			
		Steamed Rice, Eggdrop soup, Bicol Express, Lechon Kawali, Fresh Fruit Slices, Pineapple Juice in Can			
		<b>PM Snack (3:00 PM) @41 pax</b>			
		Baked Lasagna with Garlic Bread, Coke in Can			
		<b>Dinner (6:00 PM) @41 pax</b>			
		Steamed Rice, Misua Soup w/o Patola, Chicken Cordon Bleu, Chopsuey, Fresh Fruit Slices, Pineapple Juice in Can			
		<b>Accommodation @ 11 pax</b>			

**Venue**  
- Venue must be situated within Legazpi. It must be accessible wide parking space, concrete enclosed/soundproof hall; well-ventilated, can accommodate up to 41 persons.



**Functionality**

- Conference room can accommodate the required number of pax for the Three (2) day training day; no viewing obstruction between the lecturers and the participants;
- Sufficient skirted tables and chairs for the participants and secretariat
- Four (5) persons per table.
- Conducive for learning and well ventilated.

**Facilities**

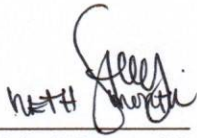


- Air-conditioned rooms with complete beddings, service water and room assistance.
- Comfort rooms with sufficient water supply and clean basic facilities.
- Functional fire escapes with proper signage and escape route map with firefighting facilities.
- Free and accessible WIFI connection.
- With stand-by generator set in-case of power interruption.
- Assigned staff for technical assistance.
- Clean and fresh appearance of all the facilities.
- Extension wires are available and can accommodate 41 participants.
- Use of Basic Sound System.
- Use of Wireless microphone, multimedia projector/s with screen.

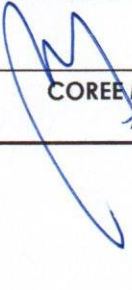
**Other Requirements:**

- Flowing brewed coffee w/ creamer and sugar.
- Mineral Water in dispenser.
- Assisted Buffet
- Free tarpaulin backdrop (6ft x8ft)

***One Hundred Sixty Four Thousand Nine Hundred Fifty Pesos Only***	164,950.00
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Department of the Interior and Local Government has approved the rate by the service provider for the supply of the goods in the sum of **One Hundred Sixty Four Thousand Nine Hundred Fifty Pesos Only (164,950.00)** to be known as the contract price.

Conforme:	Very truly yours,
	
Signature over Printed Name of Supplier	ATTY. ARNALDO E. ESCOBER JR, CESO V REGIONAL DIRECTOR
	
Date	

<p>Fund Cluster : <u>01</u></p> <p>Funds Available : _____</p> <p></p> <p>COREE MODESSA F. BADONG ACCOUNTANT III</p>	<p>ORS/BURS No. : _____</p> <p>Date of the ORS/BURS: _____</p> <p>Amount : _____</p> <p>LFP Fund</p>
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Republic of the Philippines  
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
Regional Office V  
Legazpi City

BAC RESOLUTION DECLARING HOTEL INIGO THE BIDDER WITH THE SINGLE LOWEST CALCULATED AND RESPONSIVE BID (SLCRB) FOR THE CONTRACT: PROVISION OF MEALS, VENUE, AND ACCOMMODATION FOR THE CONDUCT OF 1ST SEMESTER PERFORMANCE ASSESSMENT, CATCH-UP PLANNING AND REFORMULATION OF PROJECT MONITORING STRATEGIES ON JULY 20-21, 2023  
SLCRB-RFQ NO.GDS-2023-226

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 1ST SEMESTER PERFORMANCE ASSESSMENT, CATCH-UP PLANNING AND REFORMULATION OF PROJECT MONITORING STRATEGIES ON JULY 20-21, 2023** with an Approved Budget for the Contract (ABC): One Hundred Sixty Four Thousand Nine Hundred Fifty Pesos (164,950.00).

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 July 14, 2023 to July 18, 2023.

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 INIGO	Php 164,950.00	S/LCRB
LOTUS BLU	DQ: VENUE NOT AVAILABLE	DQ: VENUE NOT AVAILABLE
CASA LORENZO	DQ: NO ELIGIBILITY DOCUMENT SUBMITTED	DQ: NO ELIGIBILITY DOCUMENT SUBMITTED
NINONGS HOTEL	DQ: NO ELIGIBILITY DOCUMENT SUBMITTED	DQ: NO ELIGIBILITY DOCUMENT SUBMITTED
HOTEL ST. ELLIS	DQ: NO ELIGIBILITY DOCUMENT SUBMITTED	DQ: NO ELIGIBILITY DOCUMENT SUBMITTED

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

WHEREAS, the BAC declared and recommended **HOTEL INIGO** 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 1ST SEMESTER PERFORMANCE ASSESSMENT, CATCH-UP PLANNING AND REFORMULATION OF PROJECT MONITORING STRATEGIES ON JULY 20-21, 2023** with the amount of One Hundred Sixty Four Thousand Nine Hundred Fifty Pesos Only (164,950.00).

RESOLVED, at the DILG RO V Conference Room this 19<sup>th</sup> day of July 2023.

RICO E. GAURINO  
Regular Member

AMALINE R. COLINA  
Regular Member

MAE G. CLEMENTE  
Regular Member

ATTY. MAGDALENA A. BORBE-MALLARI  
Regular Member

LUNINGNING Z. BRAZIL  
Provisional Member

MA. RUTHEL P. GIGANTOCA  
BAC Vice-Chairperson

☒

Approved

☐

Disapproved

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





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

**REGIONAL OFFICE BIDS AND AWARDS COMMITTEE**

**NOTICE OF AWARD**

July 19, 2023


**The Manager**  
HOTEL INIGO  
Legazpi City

**Dear Sir/Madam:**

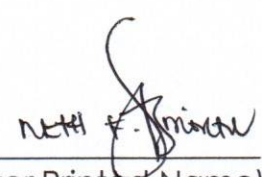
We are pleased to inform you that your quotation for the **Provision of Meals, Venue, and Accommodation for the conduct of 1st Semester Performance Assessment, Catch-Up Planning and Reformulation of Project Monitoring Strategies on July 20-21, 2023** with the contract price equivalent to One Hundred Sixty Four Thousand Nine Hundred Fifty Pesos Only (164,950.00) 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

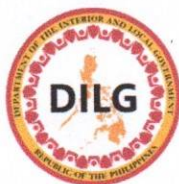
CONFORME:

By:   
(Signature over Printed Name)

Date:  7/19/23

**"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

July 19, 2023

**The Manager**  
HOTEL INIGO  
Legazpi City

**Dear Sir/Madam:**

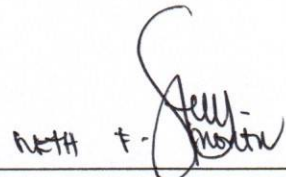
The attached Notice of Award for the **Provision of Meals, Venue, and Accommodation for the conduct of 1st Semester Performance Assessment, Catch-Up Planning and Reformulation of Project Monitoring Strategies on July 20-21, 2023** has been approved; notice is hereby given to you to proceed on your delivery with the above-mentioned, as stated upon 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: 7/19/23

**“Matino, Mahusay at Maaasahan”**

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