

PURCHASE ORDER

COA-DILG R.O.V

Document Code		
M-CP-DILG-AS-RO-10-15		
Inv. No.	Eff. Date	Page
00	06.15.21	1 of 2
Appendix 61		
SEP 27 2023		

Supplier <b>HOTEL ST. ELLIS</b>	P.O. No. <b>GDS-2023-260</b>
Address <b>Legazpi City</b>	Date : <b>September 18, 2023</b>
TIN : <b>161-628-104-002</b>	Mode of Procurement : <b>LEASE OF REAL PROPERTY AND VENUE (53.10)</b>

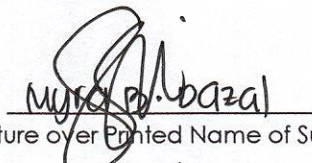

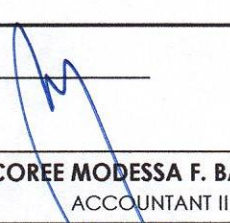
Gentlemen:  
Please furnish this Office the following articles subject to the terms and conditions contained herein:

**Provision of Meals, Venue, and Accommodation for the conduct of 3rd Quarter Performance Assessment, Catch-up Planning and Reformulation of Project Monitoring Strategies on September 21-22, 2023**

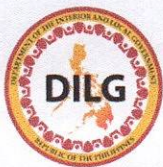
Place of Delivery : <b>DILG Regional Office V</b>	Delivery Term : <b>As Stated</b>
Date of Delivery :	Payment Term :

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	lot	<b>September 21, 2023</b>	1	170,100.00	170,100.00
		<b>Lunch (11:30 AM) @42pax</b>			
		Steamed Rice, Crab and Corn Soup, Fried Chicken, Chopseuy, Fresh Fruits, Blue Lemonade			
		<b>PM Snack (3:00 PM) @42pax</b>			
		Pancit Guisado, Puto with Cheese, Coke in Can			
		<b>Dinner (6:00 PM) @42pax</b>			
		Steamed rice, Egg drop soup, Pork in Creamy Mushroom Sauce, Fish Fillet with Sauce, Fresh Fruit, Canned Fruit Juice			
		<b>September 22, 2023</b>			
		<b>Breakfast (7:00 AM) @42pax</b>			
		Garlic Rice, Pork Tocino, Scrambled Egg, Luncheon Meat, Hot Choco			
		<b>AM Snack (9:00 AM) @42pax</b>			
		Pork Empanada, French Fries, Coke in Can			
		<b>Lunch (11:30 AM) @42pax</b>			
		Steamed rice, Sinigang na Baboy, Fish Fillet, Fresh Fruits, Canned Fruit juice			
		<b>PM Snack (3:00 PM) @42pax</b>			
		Baked Lasagna with Garlic Bread, Coke in Can			
		<b>Dinner (6:00 PM) @42pax</b>			
		Steamed rice, Misua Soup w/o Patola, Chicken Cordon Bleu, Chopseuy, Fresh Fruit Slices, Pineapple Juice in Can			
		<b>ACCOMMODATION</b>			
		<b>September 21, 2023 @34pax</b>			
		<b>September 22, 2023 @11pax</b>			
		<b>Other Requirements:</b> - Flowing brewed coffee w/ creamer and sugar. - Mineral Water in dispenser. - Assisted Buffet - Free tarpaulin backdrop (6ft x 8ft)			



<b>Venue</b> - Venue must be situated within Legazpi City. It must be accessible wide parking space, concrete enclosed/soundproof hall; well-ventilated, can accommodate up to <b>42 persons</b> .	
<b>Functionality</b> - Conference room can accommodate the required number of pax for <b>Two (2) day training days</b> ; no viewing obstruction between the lecturers and the participants; - Sufficient skirted tables and chairs for the participants and secretariat - Five (5) persons per table. - Conductive for learning and well ventilated.	
<b>Facilities</b> - Air-conditioned with complete beddings, service water and room assistance. - At least 2-3 pax per Room - 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 42 participants. - Use of BAsic Sound System. - Use of Wireless microphone, multimedia projector/s with screen.	
<b>***One Hundred Seventy Thousand One Hundred Pesos Only***</b>	
<b>170,100.00</b>	
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 <b>One Hundred Seventy Thousand One Hundred Pesos Only (170,100.00)</b> to be known as the contract price.	
Conforme:	Very truly yours,
<div> Signature over Printed Name of Supplier</div> <div><u>9/20/23</u> Date</div>	<div> ATTY. ARNALDO E. ESCOBER JR, CESO V REGIONAL DIRECTOR</div>
Fund Cluster : <u>01</u> Funds Available : _____ <div> COREE MODESSA F. BADONG ACCOUNTANT III</div>	ORS/BURS No. : _____ Date of the ORS/BURS: _____ Amount : _____ <div>MEALS Fund</div>





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

**BAC RESOLUTION DECLARING HOTEL ST. ELLIS THE BIDDER WITH THE LOWEST CALCULATED AND RESPONSIVE BID (LCRB) FOR THE CONTRACT: PROVISION OF MEALS, VENUE, AND ACCOMMODATION FOR THE CONDUCT OF 3RD QUARTER PERFORMANCE ASSESSMENT, CATCH-UP PLANNING AND REFORMULATION OF PROJECT MONITORING STRATEGIES ON SEPTEMBER 21-22, 2023**  
**LCRB-RFQ NO.GDS-2023-260**

**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 3RD QUARTER PERFORMANCE ASSESSMENT, CATCH-UP PLANNING AND REFORMULATION OF PROJECT MONITORING STRATEGIES ON SEPTEMBER 21-22, 2023** with an Approved Budget for the Contract (ABC): One Hundred Seventy-Eight Thousand Two Hundred Pesos (178,200.00).

**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 September 4, 2023 to September 8, 2023.

**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 170,100.00	RANK 1
HOTEL INIGO	Php 176,400.00	RANK 2
PROXY BY ORIENTAL	Php 178,100.00	RANK 3

**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.

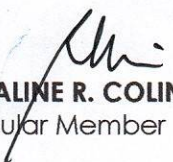
**NOW, THEREFORE**, We, the members of the Bids and Awards Committee, hereby **RESOLVE**, as it is hereby **RESOLVED**

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 3RD QUARTER PERFORMANCE ASSESSMENT, CATCH-UP PLANNING AND REFORMULATION OF PROJECT MONITORING STRATEGIES ON SEPTEMBER 21-22, 2023** with the amount of One Hundred Seventy Thousand One Hundred Pesos Only (170,100.00).

**RESOLVED**, at the DILG RO V Conference Room this 15<sup>th</sup> day of September 2023.

  
**RICO E. GAURINO**  
Regular Member

  
**MAE G. CLEMENTE**  
Regular Member

  
**AMALINE R. COLINA**  
Regular Member

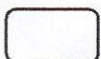
  
**MA. RUTHEL P. GIANTOCA**  
BAC Vice-Chairperson

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

  
**DARLYN D. AYENDE**  
BAC 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**

September 18, 2023

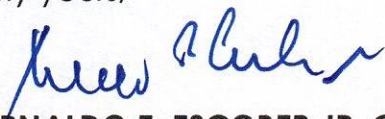
**The Manager**  
HOTEL ST. ELLIS  
Legazpi City

**Dear Sir/Madam:**

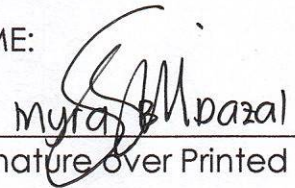
We are pleased to inform you that your quotation for the **Provision of Meals, Venue, and Accommodation for the conduct of 3rd Quarter Performance Assessment, Catch-up Planning and Reformulation of Project Monitoring Strategies on September 21-22, 2023** with the contract price equivalent to One Hundred Seventy Thousand One Hundred Pesos Only (170,100.00) 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: 9/20/23

**“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**

September 18, 2023

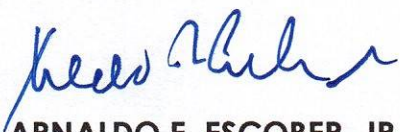
**The Manager**  
HOTEL ST. ELLIS  
Legazpi City

**Dear Sir/Madam:**

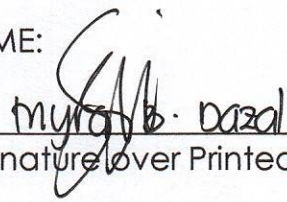
The attached Notice of Award for the **Provision of Meals, Venue, and Accommodation for the conduct of 3rd Quarter Performance Assessment, Catch-up Planning and Reformulation of Project Monitoring Strategies on September 21-22, 2023** has been approved; notice is hereby given to you to proceed on your 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: 9/20/23

**"Matino, Mahusay at Maaasahan"**

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