

PURCHASE ORDER

COA-DILG R.O.V  
Document Code  
FM-SP-DILG-AS-RD-10-15  
Rev. No. 06/15/21  
Page 1 of 2  
Appendix 61  
SEP 20 2023

Supplier <b>LA VENEZIA HOTEL &amp; SPA, INC.</b>	P.O. No. <b>GDS-2023-249</b>
Address Legazpi City	Date : September 5, 2023
TIN : 005-434-711-000	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 Seminar on Basic Statistics for Effective Implementation and Monitoring of Locally Funded Projects on September 7-8, 2023**

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

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pax	<b>September 7, 2023</b>	35	200.00	7,000.00
		<b>AM Snack (9:00 AM)</b> Tuna Sandwich, Potato Chips, Mango Juice			
2	pax	<b>Lunch (11:30 AM)</b> Steamed Rice, Mushroom Soup, Pork Teriyaki, Chopseuy, Fresh Fruits and Cucumber Juice	35	440.00	15,400.00
3	pax	<b>PM Snack (3:00 PM)</b> Banana Oatmeal Muffin, Potato Chips, Bottled Water	35	200.00	7,000.00
4	pax	<b>Dinner (6:00 PM)</b> Steamed rice , Pumpkin Soup, Grilled Fish, Buttered Vegetables, Fruit Salad, Mango Juice	35	440.00	15,400.00
5	pax	<b>September 8, 2023</b>	35	275.00	9,625.00
		<b>Breakfast (7:00 AM)</b> Garlic Rice, Scrambled Egg, Longganisa, Watermelon			
6	pax	<b>AM Snack (9:00 AM)</b> Spaghetti, Toasted Bread, Iced Tea	35	200.00	7,000.00
7	pax	<b>Lunch (11:30 AM)</b> Steamed rice , Egg soup, Fried Chicken, Beef Ampalaya, Fresh Fruits, Iced Tea	35	480.00	16,800.00
8	pax	<b>PM Snack (3:00 PM)</b> Pancit Guisado, Kamote Chips, Softdrinks	35	200.00	7,000.00
9	pax	<b>ACCOMMODATION</b>	9	Twin Sharing: 3,800.00 Triple Sharing: 4,800.00	22,800.00 9,600.00
		<b>September 6-8, 2023</b> Check in - 2 pm 9/6/2023 Check out - 12 noon 9/8/2023			
10	pax	<b>September 7, 2023</b> Check in - 2pm 9/7/2023 Check out - 12 noon 9/8/2023	6	Twin Sharing: 2,600.00	7,800.00



**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 **40 persons**.


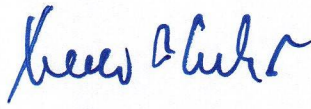
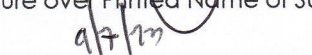
**Functionality**  
- Conference room can accommodate the required number of pax for **two (2) training days**; no viewing obstruction between the lecturers and the participants;  
- Sufficient skirted tables and chairs for the participants and secretariat

**Facilities**  
- Air-conditioned Twin-sharing rooms with complete beddings, service water and room assistance good for the indicated pax for accommodation  
- 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 WiFi connection;  
- Complete sound/public address system with at least four (4) wireless microphones, multimedia projector with screen, extra 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.

**Note:**  
- Three (3) days accommodation (air-conditioned room).  
- Free flowing brewed coffee w/ creamer and sugar  
- Mineral water in dispenser  
- Assisted Buffet

<b>***One Hundred Twenty Five Thousand Four Hundred Twenty Five Pesos Only***</b>	<b>125,425.00</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 **One Hundred Twenty Five Thousand Four Hundred Twenty Five Pesos Only (125,425.00)** to be known as the contract price.

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

<b>Fund Cluster : 01</b> <b>Funds Available :</b> _____  _____ <b>COREE MODESSA F. BADONG</b> ACCOUNTANT III	<b>ORS/BURS No. :</b> _____ <b>Date of the ORS/BURS:</b> _____ <b>Amount :</b> _____  <b>MEALGU Fund</b>
---	--





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

**BAC RESOLUTION RECOMMENDING TO AWARD "LA VENEZIA HOTEL "AS THE MOST RESPONSIVE BIDDER**

**WHEREAS**, the Procuring Entity Department of the Interior and Local Government Regional Office No.5 requested the quotation for the Provision of Meals, Venue, and accommodation for the conduct of Seminar on Basic Statistics for effective Implementation and monitoring of locally funded projects on September 7-8, 2023.

**WHEREAS**, there are four (4) bidders which submitted their quotations on time. After the Bid opening, the BAC found that Emerald boutique Hotel with a bid amount of Php 113, 050.00, was rank 1. La Venezia Hotel with a bid amount of Php 125,425.00, was rank 2. Hotel Inigo with a bid amount of Php 128,000.00, was rank 3. Pepperland hotel has no bid and disqualified due to No Eligibility documents submitted.

BIDDER	BID AMOUNT	REMARKS
EMERALD BOUTIQUE HOTEL	Php 113,050.00	Rank 1/For post qualification
LA VENEZIA HOTEL	Php 125,425.00	RANK 2
HOTEL INIGO	Php 128,000.00	RANK 3
PEPPERLAND HOTEL	Php 0.00	DQ: NO ELIGIBILITY DOCUMENT SUBMITTED

**WHEREAS**, The BAC recommended conducting a post-qualification review of the Emerald Boutique Hotel, to determine whether it is responsive to the Lease of Venue requirements.

**WHEREAS**, The BAC Technical Working Group member (TWG), Ms. Lanuza and Ms. Armario, conducted a post qualification report on September 4, 2023. After the validation and verification, Emerald Boutique Hotel, has complied with the required documents. However, per post qual report it is not responsive with some of the needs of the end user, to wit:

1. Limited parking Space
2. The Function Hall space is not enough to accommodate 40 persons, especially during workshop.
3. The Function Hall is not open lit room that can affect the visibility of the presentation project in the screen.

**WHEREAS**, The BAC came into agreement to disqualify- Emerald boutique hotel for being non-responsive with some of the specifications given by the end user.


**NOW, THEREFORE**, we, the members of the Bids and Awards Committee, hereby RESOLVE, to declare La Venezia Hotel as the most responsive bidder, during the BAC meeting on September 5, 2023 at DILG Regional Office V.

MA. RUTHEL P. GIGANTOCA  
BAC Vice-Chairperson

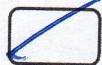
  
RICO E. GAURINO  
Regular Member

ATTY.MAGDALENA A. BORBE-MALLARI  
Regular Member

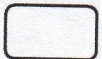
  
AMAUNER R. COLINA  
Regular Member

  
MAE G. CLEMENTE  
Regular Member

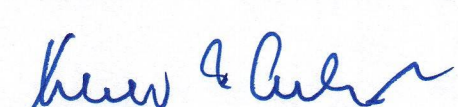
  
DARLYN D. AYENDE  
BAC Chairperson



Approved



Disapproved

  
ATTY. ARNALDO E. ESCOBER, 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 5, 2023

**The Manager**

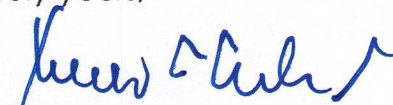
LA VENEZIA HOTEL & SPA, INC.  
Legazpi City

**Dear Sir/Madam:**

We are pleased to inform you that your quotation for the **Provision of Meals, Venue, and Accommodation for the Conduct of Seminar on Basic Statistics for Effective Implementation and Monitoring of Locally Funded Projects on September 7-8, 2023** with the contract price equivalent to One Hundred Twenty Five Thousand Four Hundred Twenty Five Pesos Only (125,425.00) is hereby accepted.

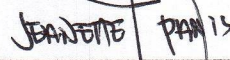
Please acknowledge receipt and acceptance of this Notice by signing all copies. Retain one copy and return the other to the BAC Secretariat Office, DILG Regional Office V, Rizal Street Legazpi City.

Very truly yours,

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

CONFORME:

By:

  
(Signature over Printed Name)

Date:

9/7/23

**"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 5, 2023

**The Manager**

LA VENEZIA HOTEL & SPA, INC.  
Legazpi City

**Dear Sir/Madam:**

The attached Notice of Award for the **Provision of Meals, Venue, and Accommodation for the Conduct of Seminar on Basic Statistics for Effective Implementation and Monitoring of Locally Funded Projects on September 7-8, 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:

**"Matino, Mahusay at Maaasahan"**

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