



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

COA-DILGR.O.V
RECEIVED
 Appendix 4
 SIGNATURE DATE

PURCHASE ORDER

Supplier : LEGAZPI MEI LI INC. / THE MARISON HOTEL	P.O. No. GDS-2024-133
Address : Legazpi City	Date : July 23, 2024
TIN : 466-586-092-000	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:
Lease of Venue, Meals and Accommodation (with rental of LED wall and upgraded sounds and lights) for the conduct of Regional SGLG Summit: Onboarding Local Government Units (LGUS) to the Bicol E.K.S.P.R.E.S (Enhanced Knowledge Sharing and Performance Tracking for Revitalized LGU Engagement for SGLG) Summit on August 7-8, 2024

Place of Delivery : DILG Regional Office V	Delivery Term : AS STATED
Date of Delivery :	Payment Term :

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
Meals - August 6, 2024					
1	pax	DINNER - 7:00 PM Steamed Rice Salmon Soup Stir Fry Pork Braised Chicken with Potatoes Roasted Summer Vegetables Fresh Fruits Mango Juice)	20	550.00	11000
Room Accommodation - August 6, 2024					
2	pax	king sized or twin beds fully air-conditioned; non-smoking; with complete amenities (toilet, bath linen, towels, hot and cold shower, bidet, slippers, hairdryer); with TV, strong wireless internet access; coffee and tea making facilities; 24 hr front desk; elevator access; well-ventilated	20	1,300.00	26000
Meals - August 7, 2024					
3	pax	BREAKFAST - 7:30 AM Fried Rice Omelet Ham/Bacon Banana Coffee AM SNACKS - 10:00 AM Creamy Tuna Pasta with Garlic Bread Citrus Druw LUNCH - 12:00 NN Steamed Rice Mushroom Soup Creamy Pork Steak Garlic Herb Chicken Buttered Vegetables Fruit Salad Orange Juice PM SNACKS - 3:00 PM Three Cheese Sandwich Blue Soda Lemonade DINNER - 7:00 PM Steamed Rice. Tomato Egg Drop Soup PoRk and Tofu with Bellpeppers Chicken Ala King, Stirfry Vegetables Fresh Fruits Lemonade	570	2,000.00	1,140,000.00
Room Accommodation - August 7, 2024					
4	pax	August 7, 2024 Room Accommodation - king sized or twin beds; fully air-conditioned; non-smoking; with complete amenities (toilet, bath linen, towels, hot and cold shower, bidet, slippers, hairdryer); with TV, strong wireless internet access; coffee and tea making facilities; 24 hr front desk; elevator access; well-ventilated	20	1,300.00	26000
Meals - August 8, 2024					

5	pax	LUNCH - 11:00 AM Steamed Rice Roasted Pumpkin Soup Grilled Chicken Fillet Ginger Onion Fish Fillet Stir Fry Cabbage Ube Sago Purple Brew	150	650.00	97,500.00
6	piece	Rental of Led Wall and Upgraded Sounds and Lights for 1 day (August 7, 2024)	1	52,000.00	52,000.00
		Other Requirements: complimentary use of round tables and chairs with cover and skirting; with presentable and spacious hall/venue with stage suitable for high level guests and participants; with reception area with adequate space for the number of guests and pax; complimentary use of widescreen and LCD projector; complimentary free flowing brewed coffee; use of microphones, stage, rostrum and wooden flag poles/stand - fully airconditioned; with strong wireless internet access upto 20mbps;			
		Note: • Two (2) nights accommodation • Single/twin Sharing Room • Free flowing brewed coffee w/ creamer and sugar • Mineral water in dispenser • Assisted Buffet			

Venue/Hall

-Venue must be situated within Legazpi City. It must be accessible, with wide parking space, concrete enclosed/soundproof hall; well-ventilated, can accommodate up to 600 persons.

Functionality

-Theatre Hall/Conference room can accommodate the required number of pax; no viewing obstruction between the lecturers and the participants;
-Sufficient skirted tables (8 pax/table) and chairs for the participants and Secretariat
-With available LED wall and upgraded lights and sounds for rent
-Fully Air-Conditioned

Facilities

-Air-conditioned SINGLE/TWIN SHARING rooms with complete beddings, service water and room assistance
-Comfort rooms with sufficient water supply and clean basic facilities;
-Properly lit room; fully air-conditioned; non-smoking; with complete amenities (toilet, bath linen, towels, hot and cold shower, bidet, slippers, hairdryer); with TV, strong wireless internet access; coffee and tea making facilities; 24 hr front desk; elevator access; well-ventilated
-Functional fire escapes with proper signage and escape route map with firefighting facilities;
-Functional landline telephone;
-Free and accessible fast WiFi connection in rooms and Theatre/Conference Room
-With at least (5) wireless microphones, extra tables (10 pax/table) and chairs, extension cords/wires for the use of laptops of the participants, computer and related equipment and whiteboard with cover and skirting; with presentable and spacious hall/venue with stage suitable for high level guests and participants; complimentary use of widescreen and LCD projector; complimentary free flowing brewed coffee; use of microphones, stage, rostrum and wooden flag poles/stand
-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 activity

ONE MILLION THREE HUNDRED FIFTY TWO THOUSAND FIVE HUNDRED PESOS Only

1,352,500.00

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 MILLION THREE HUNDRED FIFTY TWO THOUSAND FIVE HUNDRED PESOS Only (1,352,500.00)** to be known as the contract price.

Conforme:


IRIS BADILLOS
Signature over Printed Name of Supplier

August 2, 2024
Date

Very truly yours,


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

Fund Cluster : 01
Funds Available :


JUNICEL M. FAJARDO
OIC-REGIONAL ACCOUNTANT

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

SR2024-04-0559



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGIONAL OFFICE V
 Rizal St., Legazpi City

BAC RESOLUTION DECLARING LEGAZPI MEI LI INC. / THE MARISON HOTEL THE BIDDER WITH THE SINGLE LOWEST CALCULATED AND RESPONSIVE BID (SLCRB) FOR THE CONTRACT: LEASE OF VENUE, MEALS AND ACCOMMODATION (WITH RENTAL OF LED WALL AND UPGRADED SOUNDS AND LIGHTS) FOR THE CONDUCT OF REGIONAL SGLG SUMMIT: ONBOARDING LOCAL GOVERNMENT UNITS (LGUS) TO THE BICOL E.K.S.P.R.E.S (ENHANCED KNOWLEDGE SHARING AND PERFORMANCE TRACKING FOR REVITALIZED LGU ENGAGEMENT FOR SGLG) SUMMIT ON AUGUST 7-8, 2024
SLCRB-RFQ NO.GDS-2024-133

WHEREAS, the Department of the Interior and Local Government Regional Office No. 5 requested quotation/s for the **LEASE OF VENUE, MEALS AND ACCOMMODATION (WITH RENTAL OF LED WALL AND UPGRADED SOUNDS AND LIGHTS) FOR THE CONDUCT OF REGIONAL SGLG SUMMIT: ONBOARDING LOCAL GOVERNMENT UNITS (LGUS) TO THE BICOL E.K.S.P.R.E.S (ENHANCED KNOWLEDGE SHARING AND PERFORMANCE TRACKING FOR REVITALIZED LGU ENGAGEMENT FOR SGLG) SUMMIT ON AUGUST 7-8, 2024** with an Approved Budget for the Contract (ABC): ONE MILLION THREE HUNDRED FIFTY TWO THOUSAND FIVE HUNDRED Pesos (1,352,500.00).

WHEREAS, the committee waived the formalities of competitive bidding procedures and resorted to **LEASE OF REAL PROPERTY AND VENUE (53.10)** as an alternative mode of procurement;

WHEREAS, said procurement was posted in the Project Bulletin Board for the period from July 15, 2024 to July 22, 2024, the evaluation shall be per lot basis;

WHEREAS, the BAC Secretariat presented Five (5) quotations from bidders/suppliers as follows:

BIDDER	BID AMOUNT	REMARKS
LEGAZPI MEI LI INC. / THE MARISON HOTEL	Php 1,352,500.00	S/LCRB
PEPPERLAND HOTEL AND LEISURE CORP.	DQ: NO PHILGEPS NUMBER NO ATTACHMENT	DQ: NO PHILGEPS NUMBER NO ATTACHMENT
LA PIAZZA HOTEL AND CONVENTION CENTER	DQ: NO PHILGEPS NUMBER NO ATTACHMENT	DQ: NO PHILGEPS NUMBER NO ATTACHMENT

WHEREAS, upon examination, validation and verification of all the eligibility, technical and financial requirements submitted by **LEGAZPI MEI LI INC. / THE MARISON HOTEL** its bid was found to be responsive;

WHEREAS, the BAC declared and recommended **LEGAZPI MEI LI INC. / THE MARISON HOTEL** 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 **LEASE OF VENUE, MEALS AND ACCOMMODATION (WITH RENTAL OF LED WALL AND UPGRADED SOUNDS AND LIGHTS) FOR THE CONDUCT OF REGIONAL SGLG SUMMIT: ONBOARDING LOCAL GOVERNMENT UNITS (LGUS) TO THE BICOL E.K.S.P.R.E.S (ENHANCED KNOWLEDGE SHARING AND PERFORMANCE TRACKING FOR REVITALIZED LGU ENGAGEMENT FOR SGLG) SUMMIT ON AUGUST 7-8, 2024** with the amount of ONE MILLION THREE HUNDRED FIFTY TWO THOUSAND FIVE HUNDRED Pesos (Php 1,352,500.00).

RESOLVED, at the DILG RO V LGRR Library this 22ND day of July 2024.

ATTY. MAGDALENA A. BORBE-MALLARI
 Regular Member

RICO E. GAURINO
 Regular Member

MAE G. CLEMENTE
 Regular Member

DARLYN D. DAYENDE
 BAC Vice Chairperson

GRACE S. MAGDO
 Provisional Member

MA. RUTHEL P. GIGANTOCA
 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
 Rizal St., Legazpi City

REGIONAL OFFICE BIDS AND AWARDS COMMITTEE

NOTICE OF AWARD

July 23, 2024

The Manager

LEGAZPI MEI LI INC. / THE MARISON HOTEL
 Legazpi City

Dear Sir/Madam:

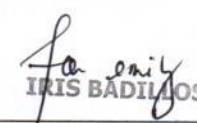
We are pleased to inform you that your quotation for the **Lease of Venue, Meals and Accommodation (with rental of LED wall and upgraded sounds and lights)** for the **conduct of Regional SGLG Summit: Onboarding Local Government Units (LGUS) to the Bicol E.K.S.P.R.E.S (Enhanced Knowledge Sharing and Performance Tracking for Revitalized LGU Engagement for SGLG) Summit on August 7-8, 2024** with the contract price equivalent to **ONE MILLION THREE HUNDRED FIFTY TWO THOUSAND FIVE HUNDRED Pesos Only (1,352,500.00)** 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: 
 IRIS BADILOS
 (Signature over Printed Name)

Date: 08/02/24

“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
 Rizal St., Legazpi City

REGIONAL OFFICE BIDS AND AWARDS COMMITTEE

NOTICE TO PROCEED

July 23, 2024

The Manager

LEGAZPI MEI LI INC. / THE MARISON HOTEL
 Legazpi City

Dear Sir/Madam:

The attached Notice of Award for the **Lease of Venue, Meals and Accommodation (with rental of LED wall and upgraded sounds and lights)** for the conduct of **Regional SGLG Summit: Onboarding Local Government Units (LGUS) to the Bicol E.K.S.P.R.E.S (Enhanced Knowledge Sharing and Performance Tracking for Revitalized LGU Engagement for SGLG) Summit on August 7-8, 2024** 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. ESCOBER JR., CESO V
 Regional Director

CONFORME:

By:


 IRIS BADILOS

(Signature over Printed Name)

Date:

08/02/24

“Matino, Mahusay at Maaasahan”

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