



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

**PURCHASE ORDER**



|  |   |
|--|---|
| Supplier : <b>LOTUS BLU HOTEL</b>                                    | P.O. No. <b>GDS-2024-146</b>  |
| Address : Yashano Mall F, Imperial St.<br>Brgy. Bitano, Legazpi City | Date : August 1, 2024   |
| TIN : 474-714-710-000  | 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 the "Building Resilience, Empowering LGUs: training workshop on the formulation of enhanced local climate change action plan (eLCCAP)**

|   |                           |
|---|---------------------------|
| 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 |
|---------------------|------|--|----------|-----------|--------|
|                     |      | <b>BATCH 1: AUGUST 5-9, 2024</b>   |          |           |        |
|                     |      | <b>ACCOMMODATION:</b><br>CHECK IN: AUGUST 5, 2024 @67 PAX<br>CHECK OUT: AUGUST 8, 2024 - @30 PAX (remaining 37 pax will check out the following day)<br>AUGUST 9, 2024- @37 PAX            |          |           |        |
|                     |      | <b>Meals @80 pax (AUGUST 5, 2024)</b>  |          |           |        |
|                     |      | 6:00 AM (BREAKFAST)  |          |           |        |
|                     |      | 9:30 AM (AM SNACK)<br>Chicken Sandwich with chips Soft Drink   |          |           |        |
|                     |      | 11:45 AM (LUNCH)<br>Corn Soup<br>Steamed Rice<br>Buttered Vegetables<br>Chicken Ala King<br>Baked Fish with lemon Butter<br>Mango Tapioca<br>Soft Drinks                                   |          |           |        |
|                     |      | 3:00 PM (PM SNACK)<br>pancit with siopao<br>Soft Drinks  |          |           |        |
|                     |      | 6:00 PM (DINNER)<br>Egg Drop Soup<br>Steamed Rice<br>Mix Vegetables in Oyster Sauce<br>Pork in Sweetened Dark Soy Sauce<br>Fish bake aioli<br>Choco Moist<br>Iced Tea                      |          |           |        |
|                     |      | <b>Meals @80 pax (AUGUST 6, 2024)</b>  |          |           |        |
|                     |      | 6:00 AM (BREAKFAST)<br>Fried Rice<br>Omelette<br>Tortang Talong<br>Hotdog<br>Fruits<br>Bottled Water   |          |           |        |
|                     |      | 9:30 AM (AM SNACK)<br>sticky rice with Mango in<br>Soft Drinks   |          |           |        |
|                     |      | 11:45 AM (LUNCH)<br>Clear of Fresh Harvest Vegetables Soup<br>Steamed Rice<br>Stir Fried Vegetables<br>Breaded Fish with Honey Mustard<br>Chicken Oriental<br>Cream Caramel<br>Soft Drinks |          |           |        |
|                     |      | 3:00 PM (PM SNACK)<br>Lasagna<br>Soft Drinks   |          |           |        |

6:00 PM (DINNER)  
Fish Sour Soup  
Steamed Rice  
Pumpkin & String Beans sauted  
Pork Caserolle  
Fish Picatta with Parmesan sauce  
Season Fruit Salad  
Iced Tea

**Meals (AUGUST 7, 2024)**

6:00 AM (BREAKFAST) @67 PAX  
Fried Rice  
Sunny Side Up Egg  
Beef Tapa  
Fried Tuyo  
Fruits  
Bottled Water

9:30 AM (AM SNACK) @80 PAX  
Tuna Sandwich  
Soft Drinks

11:45 AM (LUNCH) @80 PAX  
Chicken Ginger Soup  
Steamed Rice  
Sayote Con Carne  
Roasted Pork with BBQ Sauce  
Fish Picatta with Parmesan Sauce  
Choco Caramel  
Soft Drinks

3:00 PM (PM SNACK) @80 PAX  
Banana Bread  
Soft Drinks

6:00 PM (DINNER) @80 PAX  
Cream of Mushroom Soup  
Steamed Rice  
Sauteed Local Vegetables  
Fish Baked Aloli  
Chicken Inasal  
Choco Mousse Cake  
Iced Tea

**Meals (AUGUST 8, 2024) @80 PAX**

6:00 AM (BREAKFAST)  
Fried Rice  
Scrambled Egg  
Embutido  
Fried Fried Pusit  
Fruits  
Bottled Water

9:30 AM (AM SNACK)  
Chicken mami  
Soft Drinks

11:45 AM (LUNCH)  
Beef Consomme Soup  
Steamed Rice  
Buttered Garden  
Vegetables  
Beef Casserolle  
Breaded fish with honey mustard Sauce  
Black Forest  
Soft Drinks

3:00 PM (PM SNACK)  
Tuna Sandwich with chips  
Soft drinks

6:00 PM (DINNER)  
Corn Chowder Soup  
Steamed Rice  
Sauteed Cabbage and carrots  
Chicken Hunter Style  
Fish picatta with tartar sauce  
Buko Pandan  
Iced Tea

**Meals (AUGUST 9, 2024) @37 PAX**

6:00 AM (BREAKFAST)  
Fried Rice  
Scrambled Egg  
Embutido  
Fried Fried Pusit  
Fruits  
Bottled Water



BATCH 2: AUGUST 12-16, 2024

ACCOMMODATION:  
 CHECK IN: AUGUST 12, 2024 @69 PAX  
 CHECK OUT: AUGUST 15, 2024 - @32 PAX (remaining 37 pax will check out the following day)  
 AUGUST 16, 2024- @37 PAX

Meals @80 pax (AUGUST 12, 2024)

6:00 AM (BREAKFAST)

9:30 AM (AM SNACK)

Chicken Sandwich with chips Soft Drink

11:45 AM (LUNCH)

Corn Soup  
 Steamed Rice  
 Buttered Vegetables  
 Chicken Ala King  
 Baked Fish with lemon Butter  
 Mango Tapioca  
 Soft Drinks

3:00 PM (PM SNACK)

pancit with siopao  
 Soft Drinks

6:00 PM (DINNER)

Egg Drop Soup  
 Steamed Rice  
 Mix Vegetables in Oyster Sauce  
 Pork in Sweetened Dark Soy Sauce  
 Fish bake aioli  
 Choco Moist  
 Iced Tea

Meals pax (AUGUST 13, 2024)

6:00 AM (BREAKFAST) @69 pax

Fried Rice  
 Omelette  
 Tortang Talong  
 Hotdog  
 Fruits  
 Bottled Water

9:30 AM (AM SNACK) @80 pax

sticky rice with Mango In  
 Soft Drinks

11:45 AM (LUNCH) @80 pax

Clear of Fresh Harvest Vegetables Soup  
 Steamed Rice  
 Stir Fried Vegetables  
 Breaded Fish with Honey Mustard  
 Chicken Oriental  
 Cream Caramel  
 Soft Drinks

3:00 PM (PM SNACK) @80 pax

Lasagna  
 Soft Drinks

6:00 PM (DINNER) @80 pax

Fish Sour Soup  
 Steamed Rice  
 Pumpkin & String Beans sauted  
 Pork Caserolle  
 Fish Picatta with Parmesan sauce  
 Season Fruit Salad  
 Iced Tea

Meals (AUGUST 14, 2024)

6:00 AM (BREAKFAST) @69 PAX

Fried Rice  
 Sunny Side Up Egg  
 Beef Tapa  
 Fried Tuyo  
 Fruits  
 Bottled Water

9:30 AM (AM SNACK) @80 PAX

Tuna Sandwich  
 Soft Drinks

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2,130,000.00

2,130,000.00

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|---|
| <p>11:45 AM (LUNCH) @80 PAX<br/> Chicken Ginger Soup<br/> Steamed Rice<br/> Sayote Con Carne<br/> Roasted Pork with BBQ Sauce<br/> Fish Picatta with Parmesan Sauce<br/> Choco Caramel<br/> Soft Drinks</p>       |
| <p>3:00 PM (PM SNACK) @80 PAX<br/> Banana Bread<br/> Soft Drinks</p>  |
| <p>6:00 PM (DINNER) @80 PAX<br/> Cream of Mushroom Soup<br/> Steamed Rice<br/> Sauteed Local Vegetables<br/> Fish Baked Aioli<br/> Chicken Inasal<br/> Choco Mousse Cake<br/> Iced Tea</p>                        |
| <p><b>Meals (AUGUST 15, 2024)</b></p>   |
| <p>6:00 AM (BREAKFAST) @69 pax<br/> Fried Rice<br/> Scrambled Egg<br/> Embutido<br/> Fried Fried Pusit<br/> Fruits<br/> Bottled Water</p>   |
| <p>9:30 AM (AM SNACK) @80 pax<br/> Chicken mami<br/> Soft Drinks</p>  |
| <p>11:45 AM (LUNCH) @80 pax<br/> Beef Consomme Soup<br/> Steamed Rice<br/> Buttered Garden<br/> Vegetables<br/> Beef Casserolle<br/> Breaded fish with honey mustard Sauce<br/> Black Forest<br/> Soft Drinks</p> |
| <p>3:00 PM (PM SNACK) @80 pax<br/> Tuna Sandwich with chips<br/> Soft drinks</p>  |
| <p>6:00 PM (DINNER) @80 pax<br/> Corn Chowder Soup<br/> Steamed Rice<br/> Sauteed Cabbage and carrots<br/> Chicken Hunter Style<br/> Fish picatta with tartar sauce<br/> Buko Pandan<br/> Iced Tea</p>            |
| <p><b>Meals (AUGUST 16, 2024) @37 PAX</b></p>   |
| <p>6:00 AM (BREAKFAST)<br/> Fried Rice<br/> Scrambled Egg<br/> Embutido<br/> Fried Fried Pusit<br/> Fruits<br/> Bottled Water</p>   |
| <p><b>BATCH 3: SEPTEMBER 9-13, 2024</b></p>   |
| <p><b>ACCOMMODATION:</b><br/> CHECK IN: SEPTEMBER 9, 2024 @69 PAX<br/> CHECK OUT: SEPTEMBER 12, 2024 - @32 PAX (remaining 37 pax will check out the following day)<br/> SEPTEMBER 13, 2024- @37 PAX</p>           |
| <p><b>Meals @80 pax (SEPTEMBER 9, 2024)</b></p>   |
| <p>6:00 AM (BREAKFAST)</p>  |
| <p>9:30 AM (AM SNACK)<br/> Chicken Sandwich with chips Soft Drink</p>   |
| <p>11:45 AM (LUNCH)<br/> Corn Soup<br/> Steamed Rice<br/> Buttered Vegetables<br/> Chicken Ala King<br/> Baked Fish with lemon Butter<br/> Mango Tapioca<br/> Soft Drinks</p>                                     |

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| <p>3:00 PM (PM SNACK)<br/>pancit with siopao<br/>Soft Drinks</p>   |
| <p>6:00 PM (DINNER)<br/>Egg Drop Soup<br/>Steamed Rice<br/>Mix Vegetables in Oyster Sauce<br/>Pork in Sweetened Dark Soy Sauce<br/>Fish bake aioli<br/>Choco Moist<br/>Iced Tea</p>                              |
| <p><b>Meals pax (SEPTEMBER 10, 2024)</b></p>   |
| <p>6:00 AM (BREAKFAST) @69 pax<br/>Fried Rice<br/>Omelette<br/>Tortang Talong<br/>Hotdog<br/>Fruits<br/>Bottled Water</p>  |
| <p>9:30 AM (AM SNACK) @80 pax<br/>sticky rice with Mango in<br/>Soft Drinks</p>  |
| <p>11:45 AM (LUNCH) @80 pax<br/>Clear of Fresh Harvest Vegetables Soup<br/>Steamed Rice<br/>Stir Fried Vegetables<br/>Breaded Fish with Honey Mustard<br/>Chicken Oriental<br/>Cream Caramel<br/>Soft Drinks</p> |
| <p>3:00 PM (PM SNACK) @80 pax<br/>Lasagna<br/>Soft Drinks</p>  |
| <p>6:00 PM (DINNER) @80 pax<br/>Fish Sour Soup<br/>Steamed Rice<br/>Pumpkin &amp; String Beans sauted<br/>Pork Caserolle<br/>Fish Picatta with Parmesan sauce<br/>Season Fruit Salad<br/>Iced Tea</p>            |
| <p><b>Meals (AUGUST 11, 2024)</b></p>  |
| <p>6:00 AM (BREAKFAST) @69 PAX<br/>Fried Rice<br/>Sunny Side Up Egg<br/>Beef Tapa<br/>Fried Tuyo<br/>Fruits<br/>Bottled Water</p>  |
| <p>9:30 AM (AM SNACK) @80 PAX<br/>Tuna Sandwich<br/>Soft Drinks</p>  |
| <p>11:45 AM (LUNCH) @80 PAX<br/>Chicken Ginger Soup<br/>Steamed Rice<br/>Sayote Con Carne<br/>Roasted Pork with BBQ Sauce<br/>Fish Picatta with Parmesan Sauce<br/>Choco Caramel<br/>Soft Drinks</p>             |
| <p>3:00 PM (PM SNACK) @80 PAX<br/>Banana Bread<br/>Soft Drinks</p>   |
| <p>6:00 PM (DINNER) @80 PAX<br/>Cream of Mushroom Soup<br/>Steamed Rice<br/>Sauteed Local Vegetables<br/>Fish Baked Aioli<br/>Chicken Inasal<br/>Choco Mousse Cake<br/>Iced Tea</p>                              |
| <p><b>Meals (AUGUST 12, 2024)</b></p>  |



|   |
|---|
| <p>6:00 AM (BREAKFAST) @69 pax<br/> Fried Rice<br/> Scrambled Egg<br/> Embutido<br/> Fried Fried Pusit<br/> Fruits<br/> Bottled Water</p>   |
| <p>9:30 AM (AM SNACK) @80 pax<br/> Chicken mami<br/> Soft Drinks</p>  |
| <p>11:45 AM (LUNCH) @80 pax<br/> Beef Consomme Soup<br/> Steamed Rice<br/> Buttered Garden<br/> Vegetables<br/> Beef Casserolle<br/> Breaded fish with honey mustard Sauce<br/> Black Forest<br/> Soft Drinks</p>   |
| <p>3:00 PM (PM SNACK) @80 pax<br/> Tuna Sandwich with chips<br/> Soft drinks</p>  |
| <p>6:00 PM (DINNER) @80 pax<br/> Corn Chowder Soup<br/> Steamed Rice<br/> Sauteed Cabbage and carrots<br/> Chicken Hunter Style<br/> Fish picatta with tartar sauce<br/> Buko Pandan<br/> Iced Tea</p>  |
| <p><b>Meals (SEPTEMBER 13, 2024) @37 PAX</b></p>  |
| <p>6:00 AM (BREAKFAST)<br/> Fried Rice<br/> Scrambled Egg<br/> Embutido<br/> Fried Fried Pusit<br/> Fruits<br/> Bottled Water</p>   |
| <p>Manner of Serving: Plated meals with waiters with facemask and face shields<br/> Time of Serving: Breakfast- 6:00-8:30 AM; AM Snacks- 9:30AM; Lunch- 11:45 AM, PM Snacks- 3:00 PM; Dinner – 6:00 PM<br/> Free flowing water in a dispenser &amp; brewed coffee with creamer and sugar.<br/> Only those with accommodation will be served with breakfast.</p> |
| <p><b>INCLUSIONS:</b><br/> *FREE FLOWING BREWED COFFEE, CREAMER, SUGAR<br/> *PICA-PICA (CXANDIES AND MIXED NUTS, PEANUTS)<br/> *ASSISTED BUFFET WITH WAITER ASSISTANCE</p>  |

**OTHER REQUIREMENTS:**  
Standby generator set in case of power interruption; assigned staff for technical assistance  
Free tarpaulin backdrop (4ft x 8ft) and welcome streamer/tv 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.

**Venue** Situated within Legazpi City, accessible by PUV with parking space, a concrete enclosed/soundproof hall; can accommodate 80 person/training participants for Batch 1- Aug 5-9, 2024 Batch 2- Aug 12-16, 2024 and Batch 3-Sept 9-13, 2024 taking into consideration the requirements on SOCIAL DISTANCING.

**Functionality**  
The Training Hall can accommodate the required number of participants for four (4) training days; no viewing obstruction between the lecturers and the participants.  
Sufficient skirted tables & chairs for the participants and Secretariat;  
Conducive for learning and well ventilated.

**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 5 wireless microphones; provide multimedia projector with screen and writing board; provide extension wires/cord to accommodate 80 participants with at least 3-4 wires; with 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 OBSERVES ONE BED ONE PARTICIPANT.

\*\*\*TWO MILLION ONE HUNDRED THIRTY THOUSAND PESOS Only\*\*\*

2,130,000.00

Department of Interior and Local Government has approved the rate by the service provider for the supply of the goods in the sum of **TWO MILLION ONE HUNDRED THIRTY THOUSAND PESOS Only (2,130,000.00)** to be known as the contract price.

Conforme:

Very truly yours,

*Marjahan*  
*SHERYL D. RUBAN*

Signature over Printed Name of Supplier

*02/02/2024*

Date

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

Fund Cluster : 01

Funds Available :

*[Signature]*  
\_\_\_\_\_  
JUNIECEL M. FAJARDO  
OIC-REGIONAL ACCOUNTANT

ORS/BURS No. : \_\_\_\_\_  
Date of the ORS/BURS: \_\_\_\_\_  
Amount : \_\_\_\_\_

*LCA Fund*  
*LDDAP ADA No. 2024-05-11-0888*





BAGONG PILIPINAS

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

**BAC RESOLUTION DECLARING LOTUS BLU HOTEL THE BIDDER WITH THE SINGLE LOWEST CALCULATED AND RESPONSIVE BID (SLCRB) FOR THE CONTRACT: PROVISION OF MEALS VENUE AND ACCOMMODATION FOR THE CONDUCT OF THE "BUILDING RESILIENCE, EMPOWERING LGUS: TRAINING WORKSHOP ON THE FORMULATION OF ENHANCED LOCAL CLIMATE CHANGE ACTION PLAN (ELCCAP) SLCRB-RFQ NO.GDS-2024-146**

**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 THE "BUILDING RESILIENCE, EMPOWERING LGUS: TRAINING WORKSHOP ON THE FORMULATION OF ENHANCED LOCAL CLIMATE CHANGE ACTION PLAN (ELCCAP)** with an Approved Budget for the Contract (ABC): **TWO MILLION ONE HUNDRED SIXTY EIGHT THOUSAND FOUR HUNDRED Pesos (2,168,400.00)**.

**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 22, 2024 to July 29, 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          |
|---|------------------|------------------|
| LOTUS BLU HOTEL                         | Php 2,130,000.00 | S/LCRB           |
| LEGAZPI MEI LI INC. / THE MARISON HOTEL | Php 2,911,800.00 | DQ: EXCEEDED ABC |
| PEPPERLAND HOTEL & LEISURES CORPORATION | Php 2,774,300.00 | DQ: EXCEEDED ABC |

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

**WHEREAS**, the BAC declared and recommended **LOTUS BLU 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 **PROVISION OF MEALS VENUE AND ACCOMMODATION FOR THE CONDUCT OF THE "BUILDING RESILIENCE, EMPOWERING LGUS: TRAINING WORKSHOP ON THE FORMULATION OF ENHANCED LOCAL CLIMATE CHANGE ACTION PLAN (ELCCAP)** with the amount of **TWO MILLION ONE HUNDRED THIRTY THOUSAND Pesos (Php 2,130,000.00)**.

RESOLVED, at the DILG RO V LGRRCL Library this 29<sup>TH</sup> day of July 2024.

ATTY. MAGDALENA A. BORBE-MALLARI  
Regular Member

RICO E. GAURINO  
Regular Member

MAE G. CLEMENTE  
Regular Member

MA. PIA M. SALAMEÑO  
Regular Member

AMALINE R. COLINA  
Regular Member

MA. RUTHEL P. GIGANTOCA  
BAC Chairperson

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

Approved

Disapproved





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

August 1, 2024

**The Manager**

LOTUS BLU HOTEL  
Yashano Mall F. Imperial St.  
Brgy. Bitano, Legazpi City

**Dear Sir/Madam:**

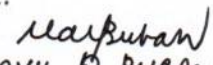
We are pleased to inform you that your quotation for the **Provision of Meals Venue and Accommodation for the conduct of the "Building Resilience, Empowering LGUs: training workshop on the formulation of enhanced local climate change action plan (eLCCAP)** with the contract price equivalent to **Two Million One Hundred Thirty Thousand Pesos Only (2,130,000.00)** 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:   
SHERRY D. RUSAN  
(Signature over Printed Name)

Date: 08/02/2024

**"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)



BAGONG PILIPINAS

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

August 1, 2024

**The Manager**

LOTUS BLU HOTEL  
Yashano Mall F. Imperial St.  
Brgy. Bitano, Legazpi City

**Dear Sir/Madam:**

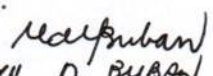
The attached Notice of Award for the **Provision of Meals Venue and Accommodation for the conduct of the "Building Resilience, Empowering LGUs: training workshop on the formulation of enhanced local climate change action plan (eLCCAP)** has been approved; notice is hereby given to you to proceed on your 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:   
SHERYLL D. BUAN  
(Signature over Printed Name)


Date: 08/02/2024

**"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)