

Amount:

132,000 - 00

STANDARD REQUIREMENTS FOR VENUES OF DSWD ACTIVITIES

FUNCTION ROOMS:

- ☒ Sound system with at least 3 microphones (preferably wireless)
- ☒ Whiteboard with eraser
- ☒ Free use of LCD projector & LCD screen
- ☒ Free use of electricity when using equipment/laptops

ACCOMMODATION:

- ☒ Air-conditioned
- ☒ Bedroom accommodation with individual bathing and toilet facilities
- ☒ Room arrangement – Single bed occupancy; No double-decked beds
- ☒ Housekeeping everyday
- ☒ Toiletries and towels provided every other day
- ☒ With complimentary purified drinking water provided daily

FOOD REQUIREMENTS:

- ☒ The Service Provider (SP) shall provide a menu for selection of the end user
- ☒ Menu shall include three viands (Pork, Chicken, Beef or Fish), vegetable, soup and dessert (No dairy fish in the menu)
- ☒ Free flowing coffee and water
- ☒ Plated A.M. and P.M. snacks,
- ☒ Assisted Breakfast, Lunch and Dinner Buffets
- ☒ Can accommodate request of participants with special dietary meals/non-pork eaters or Muslim participants

OTHER REQUESTS & SPECIAL INCLUSIONS: *Only items with ticked marks are needed for the activity.*

Hall Arrangement (Select only one):

- ☒ Round ☒ U-shaped ☐ Classroom ☐ Theatre ☐ Boardroom ☐ Fishbone

Room Arrangement (Select only one):

- ☒ Maximum of 4 beds in a room ☐ Dorm type - Maximum of 6 beds in a room

- ☒ Air-conditioned function rooms
- ☒ Provision of backdrop and welcome streamer/lobby posting (end-user to provide the design)
- ☒ Secretariat table
- ☒ No middle obstructing post/structure
- ☒ Free use of extension wires
- ☒ Philippine flag with stand
- ☒ Free and reliable wireless connection
- ☒ With accessibility features (at least ramp and/or elevator)
- ☒ Venue must be spacious enough for various activities (based on the activity design)
- ☒ Activity Hall/Venue must have free and reliable wireless connection
- ☒ With stand-by fully functional generator set
- ☒ Audio-visual operator
- ☒ For this training, it requires session hall/s additional free use of LCD projector, LCD screen, laptop and extension wire should be provided.
- ☒ breakout rooms/areas with tables and chairs for small group sessions
- ☒ Shuttle vans to pick up participants from and to the airport (for CO initiated activities)

FOR TEAM BUILDING ACTIVITIES:

- ☒ With wide lawn (grass) for outdoor activities
- ☒ With swimming pool (at least 5')

Requested by:

Francis P. Mantua

End-user

Conforme:

EDLYN MAE BINAC
Service Provider

NOTICE OF AWARD

April 30, 2025

THE MANAGER

LEGAZPI SENTRO HOTEL, INC.

F. IMPERIAL ST. CORNER L. LOS BANOS AVENUE CAPANTAWAN, LEGAZPI CITY

Dear Sir/Madame:

This is to notify you that your quotation for Provision of Food, Venue, and Accommodation for the conduct of Taruman 2025: Joint Consultative Assessment of the Joint Memorandum Circular of DILG and DSWD with the Provincial and City/ Municipal Local Government Units with a Contract Price of ONE HUNDRED THIRTY TWO THOUSAND PESOS AND NO CENTAVOS (P132,000.00) has been determined to be the LOWEST CALCULATED AND RESPONSIVE BID.

We shall send the approved Purchase Order of the said project at the soonest possible time. We appreciate your interest in this opportunity and we look forward to your satisfactory performance of your obligations under the project.


Very truly yours,


NORMAN S. LAURIO
Regional Director

Conforme:

Name of Bidder:  **EDELYN MAE BINA**

Date Received: **APR 30 2025**

 Contract Management Section

DSWD Field Office V, Regional Center Site, Rawis, Legazpi City, Philippines 4500

In: **05/02** Date/Time: **9:31**

Website: <http://www.dswd.gov.ph>, <http://fo5.dswd.gov.ph>

Out: _____ Date/Time: _____