DRN. V-FO-4PS-AS-A-PR-25-02-08207-C PR No.: F 2502-0146 Pantawid Pamilyang Pilipino Program Division End-User DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE V Regional Center Site, Rawis, Legazpi City, Albay **PURCHASE ORDER** F 2025-0174 LEGAZPI SENTRO HOTEL, INC. PO. No.: Supplier: May 02, 2025 F. IMPERIAL ST. CORNER L. LOS BANOS AVENUE CAPANTAWAN, LEGAZPI CITY Address Date: Mode of Lease of Real Property and Venue (53.10) Contact No Procuremen 30-60 Calendar Days from Receipt of Please furnish this Office the following articles subject to the terms and conditions Payment Term: Gentlemen: SOA/Billing As specified below Delivery Term: Place of Delivery: As specified in the contract For Delivery Schedule and Queries 0963-698-4404 Date of Delivery: As specified in the contract. Please Contact C.M.U: Quantity **Unit Cost** Amount Item No. Unit 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** Venue: Hotel in Legazpi City, Albay May 7, 2025 (Day 1) 40 2,400.00 96,000.00 pax AM Snacks, Lunch, PM Snacks, Dinner, Accommodation, and Free use of Hall May 8, 2025 (Day 2) 900.00 36,000.00 40 Breakfast, AM Snacks, Lunch, and PM Snacks pax Note: Please see the attached Standard Requirements for Venues and Accommodation (ANNEX 2) This encompasses all requirements conformed in the Request for Qoutation (RFQ) and Checklist End-User Requirements for Venues and Accommodation for DSWD Activities. In the event of fortuitous events or other circumstances leading to a reduced number of participants, adjustments will be made either prior to the activity or in the subsequent days, in coordination with the End-User. Total Amount **GRAND TOTAL** 132,000.00 One Hundred Thirty Two Thousand Pesos and No Centavos in Words: CONDITIONS: LIQUIDATED DAMAGES: One-Tenth Of One Percent (0.001) of the cost of the unperformed portion of the contract for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the DSWD FOV may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances The Supplier/Contractor acknowledges and agrees that any acts falling under Section 65 (Offenses and Penalties) and Section 69 (Imposition of Administrative Penalties and Blacklisting)

of the Implementing Rules and Repsublect the Supplier/Contractor to	gulations (IRR) of Republic Act No. 9184 (Government Procurement Reform Act), a blacklisting, administrative, civil, and/or criminal liabilities in accordance with app	s well as other relevan plicable laws and regula	t procurement laws and regulations, shall ations.
Conforme:	LEGAZPI SENTRO HOTEL, INC. Signature over Printed Name of Supplier Date:	NORMAN S. LAURIO Regional Director	
Funds Available:	W	ORS No.:	25-05-04550
4	WENDY G. RANCES  Accountant III	Amount:	132,000.00



District.
1540
R295
15076

FUNCTIO	STANDARD REQUIREMENTS FOR VENUES OF DSWD ACTIVITIES  Sound system with at least
	Sound system with at least microphones (preferably wireless)  Whiteboard with eraser
-	Whiteboard with eraser
-	ree use of LCD projector & LCD
0	Tee use of electricity when the screen
ACCOMN	ree use of electricity when using equipment/laptops
A	Air-conditioned
O F	Sedroom accommodation with individual bathing and tollet facilities
	Room arrangement — Single bed occupancy; No double-decked beds lousekeeping everyday
6 N	oiletries and towels provided every other day
FOOD RE	Vith complimentary purified drinking water provided daily  QUIREMENTS:
	TVIALTI U
O N	he Service Provider (SP) shall provide a menu for selection of the end user
p P	ree flowing coffee and water
A	lated A.M. and P.M. snacks,
6 C	ssisted Breakfast, Lunch and Dinner Buffels
i i	an accommodate request of participants with special dietary meals/non-pork eaters or Muslim participants  THER REQUESTS & SPECIAL INCLUSIONS: Only items with traverse in the second of
Hall Arrano	FIHER REQUESTS & SPECIAL INCLUSIONS: 'Only items with tighted marks are needed for the activity.
	O Round & U - L
Room Arra	O Round O U-shaped O Classroom O Theatre O Boardroom O Fishbone
1	( ) Maximum of 41
J. W. GOIL	distribution forms and a material of a beds in a room
OPTOVISIO	on of backdrop and welcome streamer/lobby posting (end-user to provide the design)
Secreta	anat table sect to provide the design)
C No mide	dle obstructing post/structure
OPhilippin	e of extension wires
OFTER an	ne flag with stand
O JAfith acr	d reliable wireless connection
O Venue n	cessibility features (at least ramp and/or elevator)
()Activity	nust be spacious enough for various activities (based on the activity design)  Hall/Venue must have free and reliable with the second s
O With sta	Hall/Venue must have free and reliable wireless connection  nd-by fully functional generator set
O Audio-vi	sual operator
O For this	
VINE SHERRE	DO BROKEN A
O Shufflo v	eakout rooms/areas with tables and chairs for small group sessions
	ans to pick up participants from and to the airport (for CO initiated activities)
O With wide	e lawn (grass) for outdoor activities
O With swin	riming pool (at least 5')
	Conforme:
Fifth	The property of
₹.	
1	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.

NORMAN S. LAURIO
Regional Director

Conforme:

Name of Bidder:
Date Received:

The property of the policy of the p

Contract Manag	jement Secti <b>ps</b> WDFi	eld Office V, Regional Center Site, Rawis, Legazpi City, Philippines 4500
!n: 05 / 02 Date	/Time: <b>9:3</b> ]	Website: http://www.dswd.gov.ph, http://fo5.dswd.gov.ph
Out:Date	/Time:	