

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE V

Regional Center Site, Rawis, Legazpi City, Albay

PURCHASE ORDER

Supplier:	<b>HOTEL ST. ELLIS</b>	PO. No.:	<b>F 2025-0177</b>
Address:	<b>Rizal St., Legazpi City</b>	Date:	<b>May 06, 2025</b>
Contact No.		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:	Payment Term:	<b>30-60 Calendar Days from Receipt of SOA/Billing</b>
		Delivery Term:	<b>As specified below</b>
Place of Delivery:	<b>Legazpi City, Albay</b>	For Delivery Schedule and Queries	<b>0963-698-4404</b>
Date of Delivery:	<b>As specified in the contract.</b>	Please Contact C.M.U:	

Item No.	Unit		Quantity	Unit Cost	Amount
		<b>FOOD, VENUE AND ACCOMMODATION FOR THE CONDUCT OF ORIENTATION ON MC 03 SERIES OF 2025: THE SLP OMNIBUS GUIDELINES</b>			
		Venue: Legazpi City, Albay			-
		<b>May 27, 2025</b>			-
	pax	AM Snacks, Lunch, PM Snacks, Dinner & Accommodation	115	2,500.00	287,500.00
		<b>May 28, 2025</b>			-
	pax	Breakfast, AM Snacks, Lunch, PM Snacks, Dinner & Accommodation	115	2,850.00	327,750.00
		<b>May 29, 2025</b>			-
	pax	Breakfast, AM Snacks, Lunch, PM Snacks	115	1,200.00	138,000.00
		With attached standard requirements			-
		Type of Serving: Guided Buffet			-
		The service providers must submit a menu			-
		DSWD will select from the list (3 viands, vegetables, pork, fish (no dory fish) or chicken, soup			-
		dessert and rice)			-
		Can adjust for the menu of some participants who have food restriction			-
		Amenities:			-
		Provision of sound system with 5 microphones (wireless)			-
		Free use of LCD Projector and/or LED Screen			-
		Airconditioned accommodation of 2-3 pax (separate beds)			-
		Classroom type hall arrangement			-
		Provision of backdrop and welcome streamer (design by end-user)			-
		Free flowing coffee and mineral/purified drinking water			-
		Plated and assisted buffet			-
		Provision of strong and reliable internet connection (at least 35mbps)			-
		Stand by generator			-
		Audio visual operator			-
		Note: Preferably a hotel which can provide food, accommodation and training hall; not a caterer who subcontract venue			-
		This encompasses all requirements conformed in the Request for Quotation (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 in Words:		Seven Hundred Fifty Three Thousand Two Hundred Fifty Pesos and No Centavos	GRAND TOTAL	<b>753,250.00</b>	

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 Regulations (IRR) of Republic Act No. 9184 (Government Procurement Reform Act), as well as other relevant procurement laws and regulations, shall subject the Supplier/Contractor to blacklisting administrative, civil, and/or criminal liabilities in accordance with applicable laws and regulations.

Conforme:

*Mamela B. Rances*  
**HOTEL ST. ELLIS**

Signature over Printed Name of Supplier

Date: May 6, 2025

**NORMAN S. LAURIO**

Regional Director

Funds Available:

**WENDY G. RANCES**

Accountant III

ORS No.:

25-05-04608

Amount:

753,250.00

## NOTICE OF AWARD

April 30, 2025

**THE MANAGER**  
**HOTEL ST. ELLIS**  
Rizal St., Legazpi City

Dear Sir/Madame:

This is to notify you that your quotation for FOOD, VENUE AND ACCOMMODATION FOR THE CONDUCT OF ORIENTATION ON MC 03 SERIES OF 2025: THE SLP OMNIBUS GUIDELINES with a Contract Price of SEVEN HUNDRED FIFTY THREE THOUSAND TWO HUNDRED FIFTY PESOS AND NO CENTAVOS (P753,250.00) has been determined to be the SOLE 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:

Date Received:

*Hotel St. Ellis / Marikina Open*  
*April 30, 2025*

Contract Management Section

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

In: *SLU*

Date/Time: *2:50 PM*

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

Out:

Date/Time: