

BIDS AND AWARDS COMMITTEE (BAC)

RESOLUTION No. 2024-07-806

RFQ 2024-07-700

PR 2024-05-374

WHEREAS, the Department of Social Welfare and Development-Cordillera Administrative Region (DSWD-CAR) has appropriations for procurement of the project, **BOARD AND LODGING FOR THE CY 2024 PROPOSED PDPB M&E ACTIVITIES FOR HOSTING AT FIELD OFFICES** with an Approved Budget for the Contract (ABC) amounting to **FIVE HUNDRED FORTY THOUSAND THREE HUNDRED PESOS ONLY (P540,300.00)** and within Annual Procurement Plan (APP) 2024 through Negotiated Procurement under **LEASE OF VENUE**;

WHEREAS, on the **16th day of July 2024**, Request for Quotations (RFQ) were endorsed for floating to eligible suppliers;

WHEREAS, on the **19th day of July 2024 at 12:00 NN**, was the set deadline for the submission of quotation;

WHEREAS, upon opening of the Request for Quotations on the **19th day of July 2024 at 2:45PM**, findings were listed on Annex A;

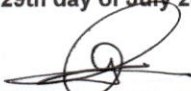
WHEREAS, upon evaluation by the Bids and Awards Committee (BAC), **THE PLAZA GARDEN HOTEL AND RESIDENCES CORPORATION**, emerged to be the lowest bidder, however, to ascertain the compliance of the said bidder to the technical specifications and other requirements, the Bids and Awards Committee requested the submission of rating factor prior to the issuance of award;

WHEREAS, based on the submitted Rating Factor, **THE PLAZA GARDEN HOTEL AND RESIDENCES CORPORATION** emerged to be the lowest bidder, however, it has garnered failed rating score of 77.65% for the 1st activity, The workshop on Development of Data Governance Policy, and 79.65% for the 2nd activity, The validation of Data Governance Framework and Policy. Conversely, **THE ORCHARD HOTEL BAGUIO**, the 2nd lowest bidder, was recognized as the responsive bidder, garnering scores of 95% and 97.50% from the end user, which surpassed 90% passing rate for both activities. Thus, it was found compliant with the technical specifications indicated in the RFQ, leading the end user to classify the said bidder as responsive;

WHEREAS, the Bids and Awards Committee declared the bid of **THE ORCHARD HOTEL BAGUIO**, as the lowest calculated and responsive quotation;

NOW, THEREFORE, foregoing premises considered, We, the Members of the Bids and Awards Committee, hereby **RESOLVED** as it is hereby resolved to recommend to the Regional Director the award of contract to **THE ORCHARD HOTEL BAGUIO** which offered an amount of **FIVE HUNDRED THIRTY-SIX THOUSAND FIVE HUNDRED EIGHTY PESOS ONLY (P536,580.00)** inclusive of all applicable taxes and fees for the project, **BOARD AND LODGING FOR THE CY 2024 PROPOSED PDPB M&E ACTIVITIES FOR HOSTING AT FIELD OFFICES**, for approval of the Head of Procuring Entity.

Issued this **29th day of July 2024** at the **DSWD-CAR, 40 North Drive, Baguio City**.



MARIA FE KIMAYONG
PLO II, PDPS
Provisional Member (End-User)


ERWIN B. DADO
PDO II-TO
Provisional Member (Tech. Expert)


NORIE C. CASTANEDA
SAO, OIC Chief-FMD
Vice Chairperson

ATTY. LAIRD DIONEL N. URBANOZO
Atty. III, Legal Unit
Regular Member


RINA CLAIRE L. REYES
CAO, OIC ARD for Administration
Chairperson

Approved Disapproved


MARIA A. CATBAGAN-APLATEN, PhD
Director IV, Regional Director
(per Special Order No. 1763, Series of 2024)
Authorized Representative/Head of the Procuring Entity



PURCHASE ORDER

Department of Social Welfare and Development
Cordillera Administrative Office

Supplier		THE ORCHARD HOTEL BAGUIO		Purchase Order No.		2024-08-587	
Address		49 Legarda Road, Baguio City		Date		01-Aug-24	
				Mode of Procurement		Lease of Venue	
Gentlemen: Please furnish this office the following articles subject to the terms and conditions herein.							
Place of Delivery		AS INDICATED		Delivery Term:		Complete	
Date of Delivery		AS INDICATED		Payment Term:		Charge	
LOT NO.	Unit	Description	QTY	Unit Cost	Total Cost		
		BOARD AND LODGING FOR THE CY 2024 PROPOSED PDPB M&E ACTIVITIES FOR HOSTING AT FIELD OFFICES					
1		BOARD AND LODGING FOR THE WRITESHOP ON DEVELOPMENT OF DATA GOVERNANCE POLICY					
		TENTATIVE DATE: AUGUST-27-30, 2024					
		DAY 1					
	servings	Lunch	28	360.00	10,080.00		
	servings	PM Snack	28	180.00	5,040.00		
	servings	Dinner	28	360.00	10,080.00		
	pax	Lodging	28	1,180.00	33,040.00		
		DAY 2					
	servings	Breakfast	28	200.00	5,600.00		
	servings	AM Snack	28	180.00	5,040.00		
	servings	Lunch	28	360.00	10,080.00		
	servings	PM Snack	28	180.00	5,040.00		
	servings	Dinner	28	360.00	10,080.00		
	pax	Lodging	28	1,180.00	33,040.00		
		DAY 3					
	servings	Breakfast	28	200.00	5,600.00		
	servings	AM Snack	28	180.00	5,040.00		
	servings	Lunch	28	360.00	10,080.00		
	servings	PM Snack	28	180.00	5,040.00		
	servings	Dinner	28	360.00	10,080.00		
	pax	Lodging	28	1,180.00	33,040.00		
		DAY 4					
	servings	Breakfast	28	200.00	5,600.00		
	servings	AM Snack	28	180.00	5,040.00		
	servings	Lunch	28	360.00	10,080.00		
				SUBTOTAL	216,720.00		
2		BOARD AND LODGING FOR THE VALIDATION OF DATA GOVERNANCE FRAMEWORK AND POLICY					
		TENTATIVE DATE: SEPTEMBER 24-27, 2024					
		DAY 1					
	servings	Lunch	42	360.00	15,120.00		
	servings	PM Snack	42	180.00	7,560.00		
	servings	Dinner	41	360.00	14,760.00		
	pax	Lodging	41	1,180.00	48,380.00		
		DAY 2					
	servings	Breakfast	41	200.00	8,200.00		
	servings	AM Snack	42	180.00	7,560.00		
	servings	Lunch	42	360.00	15,120.00		
	servings	PM Snack	42	180.00	7,560.00		
	servings	Dinner	41	360.00	14,760.00		
	pax	Lodging	41	1,180.00	48,380.00		
		DAY 3					
	servings	Breakfast	41	200.00	8,200.00		
	servings	AM Snack	42	180.00	7,560.00		
	servings	Lunch	42	360.00	15,120.00		
	servings	PM Snack	42	180.00	7,560.00		
	servings	Dinner	41	360.00	14,760.00		
	pax	Lodging	41	1,180.00	48,380.00		
		DAY 4					
	servings	Breakfast	41	200.00	8,200.00		
	servings	AM Snack	42	180.00	7,560.00		
	servings	Lunch	42	360.00	15,120.00		
				SUBTOTAL	319,860.00		
TRAINING SPECIFICATIONS				COMPLIANCE			
				CAN COMPLY		CANNOT COMPLY	
		Availability					
1		Venue is available during the proposed dates of the activity AUGUST 27-30, 2024; SEPTEMBER 24-27, 2024.		✓			


Location and Site Condition				
1		The venue is reachable and accessible to transport services but not limited to taxi and jeepney plying within the area	✓	
2		The venue has parking space and automatically reserves parking slots for DSWD considering the following: a. Small events (50 pax): at least 3 reserved vehicle slots for the DSWD b. Medium events (51 - 100 pax): at least 10 reserved vehicle slots for the DSWD c. Big events (more than 100 pax): at least 15 reserved vehicle slots for the DSWD	✓	
Neighborhood data				
1		The venue is reachable/accessible and within 500 meters radius (using Google maps) from nearest/nearby hospitals, police stations, banks, restaurants, among others.	✓	
2		Establishments near the venue have no sanitation issues reported and do not pose health risks	✓	
3		The venue is at least 100 meters radius away from red light district using Google maps application	✓	
Venue				
A Facilities and Amenities				
1		The venue has security measures in place (a.i. 24 hour security guard on duty and presence of functional CCTV cameras within hotel premises) to ensure safety of participants	✓	
2		The conference/function hall is: a. free of use the whole activity duration b. can accommodate the proposed number of attendees regardless of the layout and arrangement of the hall, chair, and table set up using round or rectangular tables, among others. c. has no impediments or pillars at the center or side of the hall that affects the view and interaction between and among participants and learning service providers. d. sound proofed, well lighted, and well ventilated e. Can be used from the indicated time (6:00 AM - 10:00 PM) which is free of charge.	✓	
3		The conference/function halls has high quality sound system and equipment which includes the following: a. Three (3) wireless microphones b. Free use of one functional LCD Projector and screen c. On call IT personnel or able technician inside the conference/function hall to troubleshoot technical glitches	✓ ✓ ✓	
4		Exclusive access to strong and stable WIFI connection in the function hall assigned to the activity, to wit: a. minimum of 10 mbps for usual browsing (google, Youtube, social media); and b. minimum of 30 mbps for intensive IT related activities	✓	
5		Presence of standby personnel inside the conference/function hall for coordination purposes	✓	
6		Free charging of all electronic gadgets (i.e. laptop, projector, mobile phone, among others) and free use of extension cords for activities needing laptops	✓	
7		Availability of 3x4 ft. white board inside the conference/function hall with two markers, and whiteboard eraser throughout the activity duration	✓	
B Room Accommodation				
1		The hotel has the required number of rooms which can accommodate the proposed number of participants. Each room is good for 3-4 sharing with single bed per participant	✓	
2		Room charges are based on confirmed number of participants on the first day and actual number of participants on succeeding days and not on the number of rooms occupied	✓	
3		Free rooms for secretariat and resource person (quad sharing and one bed per person) for a minimum of 40 billeted participants	✓	N/A for activity 1, Applicable for Activity 2
4		Availability of free toiletries such as soap, shampoo, toothpaste with toothbrush (upon request), tissue, rubber or re-usable slipper, bottled water/pitcher of water and other basic necessities like extra of thick blanket which is free of charge upon request	✓	
C Catering Services				
1		Buffet breakfast with minimum of three viands, with dessert, and drink choices of coffee, choco, milk and tea aside from purified water. Buffet lunch and dinner with three viands (2 meat/fish and one vegetable), soup, dessert, and a glass of healthy or natural fruit infused drinks; AM and PM snacks are preferably healthy or indigenous with glass of coconut water or natural fruit infused drinks. Portioning of meals are as follows: a. For meals: 1 cup of rice, 1 serving of vegetable, 2 serving of meat/fish b. For snacks: (per piece) e.g. 1 bowl of ginataan, 2pcs of suman with a slice of mango) Note: creamer, sugar and the like are preferred to be in a canister rather than in sachet to comply with green procurement. On the other hand, serving or portioning is based on appropriate and applicable standard measurement/servings.	✓	
2		Charges on meals/snacks should be based on confirmed number of participants on the first day while charges on succeeding days should be based on actual count.	✓	
3		One buffet set-up for all meals for a minimum of 40 participants. Additional set-up will be required if participants will be doubled. Meals should be served and available on time (breakfast: 6:30-8:00 AM; AM/PM snacks: 10AM/3:00PM, Lunch: 12:00NN and Dinner: 5:30PM)	✓	
4		All meals and snacks have a buffer good for at least five (5) people in excess of the number indicated in the purchase order, which is free of charge for activity with a minimum of 40 confirmed participants.	✓	
D Other requirements				
1		Provision of first aid kit (BP apparatus, thermometer, gauze, bandage, band aid, basic medicines for headache, LBM, etc. as needed)	✓	
2		Free tarpaulin signage/backdrop with atleast 6x5 ft. size and electronic display to be displayed within the conference/function hall and/or designated hotel area or premises.	✓	
3		Provisions of free learning accessories to include: a. real or natural flower arrangements or succulents on participant's table/center piece as needed b. hand soap is available for handwashing at the restroom and being replenished regularly once supply is exhausted/depleted c. paper towel/tissue paper is available at the restroom	✓	

E	Terms and Conditions		
	The place of delivery of the goods / services is within BAGUIO CITY.	✓	
	The service provider must have an Active Landbank Account for payment purposes, For other banks, service charge will be deducted upon payment on the account.	✓	
	PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES		
		TOTAL	536,580.00
(Amount in words)	Five Hundred Thirty-Six Thousand Five Hundred Eighty Pesos Only		


In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:

Very truly yours,


Humbel David C.
 (Signature over Printed Name)

08/20/24
 Date


MARIA A. CATBAGAN-APLATEN, PhD
 Signature over Printed Name of Authorized Official
Director IV, Regional Director
 Designation

Bank Account Name

Bank Account Number

TIN Number *please tick tax type
 vat
 non-vat

Date of BIR Registration

Fund Cluster: 01 CMF Current
 Funds Available: 536 580
WILBOURN B. BACOLONG
 ACCOUNTANT III

ORS/ BURS No. : 02-105928-2024-08-01108 / 0109
 Date of the ORS/ BURS: 8/2
 Amount: 536,580.00

WAW/pam

Commission on Audit
RECEIVED
 20 AUG 2024
 Date: _____ Time: _____