

PURCHASE ORDER

Department of Social Welfare and Development
Cordillera Administrative Office

Supplier	THE ORCHARD HOTEL BAGUIO	Purchase Order No.	2025-05-311
Address	49 LEGARDA ROAD, BAGUIO CITY	Date	27-May-25
		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:	As Scheduled
Date of Delivery	AS INDICATED	Payment Term:	Charge

Lot No.	Unit	Description	QTY	Unit Cost	Total Cost
1		Board and Lodging for the Building Stronger Foundation: A Collaborative Orientation on Vital Social Protection Services			
		TENTATIVE DATE: June 30 to July 04, 2025			
		DAY 1			
	servings	Lunch	66	360.00	23,760.00
	servings	PM Snack	66	160.00	10,560.00
	servings	Dinner	63	360.00	22,680.00
	pax	Lodging	63	1,300.00	81,900.00
		DAY 2			
	servings	Breakfast	63	150.00	9,450.00
	servings	AM Snack	91	160.00	14,560.00
	servings	Lunch	91	360.00	32,760.00
	servings	PM Snack	91	160.00	14,560.00
	servings	Dinner	62	360.00	22,320.00
	pax	Lodging	62	1,300.00	80,600.00
		DAY 3			
	servings	Breakfast	62	150.00	9,300.00
	servings	AM Snack	89	160.00	14,240.00
	servings	Lunch	89	360.00	32,040.00
	servings	PM Snack	89	160.00	14,240.00
	servings	Dinner	62	360.00	22,320.00
	pax	Lodging	62	1,300.00	80,600.00
		DAY 4			
	servings	Breakfast	62	150.00	9,300.00
	servings	AM Snack	73	160.00	11,680.00
	servings	Lunch	73	360.00	26,280.00
	servings	PM Snack	73	160.00	11,680.00
	servings	Dinner	62	360.00	22,320.00
	pax	Lodging	62	1,300.00	80,600.00
		DAY 5			
	servings	Breakfast	62	150.00	9,300.00
	servings	AM Snack	73	160.00	11,680.00
	servings	Lunch	73	360.00	26,280.00
		TRAINING SPECIFICATIONS			
		Availability		CAN COMPLY	CANNOT COMPLY
1		Venue is available during the proposed dates of the activity on June 30 to July 04, 2025		/	
		Location and Site Condition			
1		The venue is reachable and accesible to transport services but not limited to taxi and jeepney plying within the area		/	

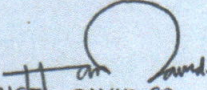
	2	The venue has parking space and automatically reserves parking slots for DSWD considering the following: a. Small events (50 pax): at least 3 reserved vehicle slots for the DSWD b. Medium events (51 - 100 pax): at least 10 reserved vehicle slots for the DSWD c. Big events (more than 100 pax): at least 15 reserved vehicle slots for the DSWD	/	
		Neighborhood data		
	1	The venue is reachable/accesible and within 500 meters radius (using Google maps) from nearest/nearby hospitals, police stations, banks, restaurants, among others.	/	
	2	Establismments near the venue have no sanitation issues reported and do not post 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 (e.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		
		a. Three (3) wireless microphones	/	
		b. Free use of one functional LCD Projector and screen	/	
		c. Standby 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, you tube, 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 3ft x 4ft 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 and breakfast for the Secretariat and resource person (quadsharing and one bed per person) for a minimum of 40 billeted participants	/	
	4	Availability of free toiletries such as soap, shampoo, toothpaste with toothbrush, 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 every 35 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: 5:30 PM)	/	
	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	/	
F.	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	695,010.00
(Amount in words)		Six Hundred Ninety-Five Thousand Ten Pesos Only	

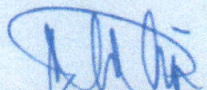
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:

Very truly yours,


HANSE DAVID CO
(Signature over Printed Name)

06-03-25
Date


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

THE ORCHARD HOTEL BAGUIO
Bank Account Name
485 - 200 - 298 - 00000
TIN Number *please tick tax type
☒ vat
☐ non-vat

0083 - 2002 - 4329
Bank Account Number
Date of BIR Registration

Fund Cluster: <u>01 CONF CODE CO & 01 MDIS / CONF CURRENT</u>	ORS/ BURS No.: <u>02-0101-2025-05-0081</u>
Funds Available: <u>695,010 -</u>	Date of the ORS/ BURS: <u>MAY 28 2025</u>
WILBOURN B. BACOLONG ACCOUNTANT III	Amount: * <u>695,010.00</u>

MMAWW/belle

Procurement Section
RECEIVED
30 MAY 2025
Date: _____ Time: 2:22

Commission on Audit
RECEIVED
04 JUN 2025
Date: _____ Time: _____

BIDS AND AWARDS COMMITTEE (BAC)

Resolution No. 2025-05-401

**BAC RESOLUTION DECLARING LOWEST CALCULATED RESPONSIVE BID AND
RECOMMENDING AWARD**

RFQ NO. 2025-05-426

PP/PR NO. 2025-04-398

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 Building Stronger Foundation: A Collaborative Orientation on Vital Social Protection Services** with an Approved Budget for the Contract (ABC) amounting to **Seven Hundred Five Thousand Pesos Only (₱705,000.00)**;

WHEREAS, in consonance with the Republic Act 9184 and its Implementing Rules and Regulations, a Project Procurement Management Plan (PPMP) which has been consolidated into the Annual Procurement Plan (APP) is in order for the programs, activities and projects for Calendar Year 2025;

WHEREAS, Republic Act 9184, otherwise known as the Government Procurement Reform Act, in its Implementing Rules and Regulations under Section 10, provides that "all procurement shall be done through competitive bidding, except as provided in Rule XVI";

WHEREAS, Section 48.1 of the IRR of the above cited act stipulates that "[s]ubject to prior approval of the Head of Procuring entity and whenever justified by the conditions provided in this Act, the procuring entity may, in order to promote economy and efficiency may resort to any of the alternative mode of procurement" and **Negotiated Procurement – NP - 53.10 Lease of Real Property and Venue** was the identified mode of procurement that was applicable on this procurement at hand;

WHEREAS, the Bids and Awards Committee (BAC) through the BAC Secretariat endorsed the Request for Quotations (RFQ) for floating to eligible suppliers from **7 May 2025 to 13 May 2025 at 12:00NN**;

WHEREAS, upon opening of the Request for Quotations on the **14th day of May 2025** summary of details was listed below:

NAME OF BIDDER	TOTAL BID AS READ (IN PHP)	TOTAL BID AS CALCULATED (IN PHP)	REMARKS
THE ORCHARD HOTEL BAGUIO	N/A	₱695,010.00	WITHIN ABC
LAFAAYETTE LUXURY SUITES	₱705,000.00	₱705,000.00	WITHIN ABC
FOG HORN INC. (AZALEA HOTEL)	N/A	N/A	NO QUOTATION

WHEREAS, upon further evaluation of the Bids and Awards Committee (BAC), the bid from **THE ORCHARD HOTEL BAGUIO** emerged to be the lowest calculated quotation. With this, the said bidder was endorsed for conduct of rating factor;

WHEREAS, on the **21st day of May 2025**, the rating factor was presented to the BAC, wherein **THE ORCHARD HOTEL BAGUIO** obtained a rating of **100%** which surpassed the 90% passing score;


WHEREAS, upon deliberation of the BAC, **THE ORCHARD HOTEL BAGUIO** was found to be compliant as to legal, technical and financial requirements thus responsive and was declared as **Lowest Calculated Responsive Quotation (LCRQ)**;

NOW, THEREFORE, foregoing premises considered, We, the Members of the Bids and Awards Committee, hereby **RESOLVE** as it is hereby resolved to:


- Declare the bid of **THE ORCHARD HOTEL BAGUIO** as the **Lowest Calculated Responsive Quotation** for the project, **Board and Lodging for the Building Stronger Foundation: A Collaborative Orientation on Vital Social Protection Services** with contract cost amounting to **Six Hundred Ninety-Five Thousand Ten Pesos Only (P695,010.00)** inclusive of all applicable taxes and fees;
- Recommend to the Head of the Procuring Entity (HOPE) the award of contract to **THE ORCHARD HOTEL BAGUIO**; and
- For approval of the HOPE;

RESOLVED at DSWD-CAR, Baguio City, Philippines, this **21st day of May 2025**.

BIDS AND AWARDS COMMITTEE


LIBERTINE A. BALICDANG
SWO IV / RRTP
Provisional Member (End User)

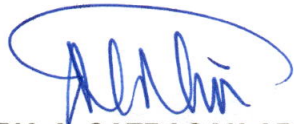

MERCHIE A. LABUGUEN
Provisional Member (Expert)


NORIE C. CASTAÑEDA
SAO / FMD
Regular Member


RINA CLAIRE L. REYES
CAO / HRMDD
Vice Chairperson

ENRIQUE H. GASCON JR.
DIR. III / OARDA
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

 **MAWA/RhossellePS**