PURCHASE ORDER

Department of Social Welfare and Development Cordillera Administrative Office

Supplier		THE ORCHARD HOTEL BAGUIO	Purchase Order No.		2025-05-311	
Address			Date		27-May-25	
		49 LEGARDA ROAD, BAGUIO CITY		Mode of Procurement		
Gentleme					Lease of Venue	
Place of [Plea	ise furnish this office the following articles subject to the terms and	conditions h			
Date of D	THE RESIDENCE OF THE PERSON NAMED IN COLUMN 2 AND ADDRESS OF THE P	AS INDICATED AS INDICATED		Delivery Term:	As Scheduled	
Lot No.	Unit	Description	QTY	Payment Term: Unit	Total	
1		Board and Lodging for the Building Stronger Foundation: A Collaborative	QIT	Cost	Cost	
		Orientation on Vital Social Protection Services TENTATIVE DATE: June 30 to July 04, 2025				
	- continue	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			
	servings	Dinner		160.00	14,560.00	
	pax	Lodging	62	360.00	22,320.00	
	pax		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		
	servings	Lunch	73		11,680.00	
	servings	PM Snack		360.00	26,280.00	
	servings	Dinner	73	160.00	11,680.00	
	pax	Lodging	62	360.00	22,320.00	
	,		62	1,300.00	80,600.00	
	servings	DAY 5 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			LIANCE	
		Availability		CAN COMPLY	CANNOT COMPLY	
	1	Venue is available during the proposed dates of the activity on June 30 to July 04, 2025				
	1	Location and Site Condition The venue is reachable and accesible to transport services but not limited to taxi and je	ennov pluiss			
		within the area	opiney pryring	/		

The verture has perioding process and automatically searchs parking after for DSVD considering the following. 2					
Melpherheroed data 1 new you be reachable/paccessed and warm 300 orders around around group report from 2 Establishments are the warm warm warm control and around a state of the property o		2	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	,	
the viscous is exactability probability and in soften metals. Group (coding respo) from / measurestimetry hopidals, poides statistics, broads, resolutions, among others. 2 Establishments have the viscous have no satistation incurse reported and do not pool hopidals risks. 7 The versus a loss account from the satistics was yet form risk privated using Coopide maps application / / Provisional and Americans in place (a. 2. 2 hour security quant on duty and excessors of functional COT comments with in hobid previous and amount of the satistics of the layout and arrangement of the functional COT comments with in hobid previous provisions of the layout and arrangement of the hold, which are whose activity duration b. c. on accommodate the proposed number of attendess of the layout and arrangement of the hold, which are dubted to yet yet your or exclusing the attack, among others. 2 the hold, which are dubted set by every more or exclusing the attack, among others, or accommodate the proposed number of attendess of the layout and arrangement of the hold, which are dubted set by every more or exclusive training and the set of the s					
2 Eculiationments evant the venue haven or samplation issues reported and do not post health mides 3 The venue has alse at 100 meters addit away from resign diseased groups application A Pacifilities and Amenative 1 The venue has security measures in place (e.f. 24 hour security quince on stry and presence of American City comments with mide pressues) to measure addity of participants 7 The retriever controllation had be a comment of alteroides required and presence of American City comments with the other activity duration 8 to red of your like which activity duration 9 to red of the halt, of the middle set type interest of the retrieve of the layout and arrangement of the halt, of the middle set type interest of the set of the halt that alteries the view and interest on the set of the halt that alteries the view and interest on the comment of the set of the halt that alteries the view and interest on the comment of the set of the halt that alteries the view and interest of the set of the halt that alteries the view and interest on the controllation of the set of the halt that alteries the view and interest on the set of the set of the halt that alteries the view and interest of the set of the halt that alteries the view and interest on the set of the halt that alteries the view and interest of the set of the halt that alteries the view and interest of the halt that alteries the view and interest of the halt that alteries the view and interest of the halt that alteries the halt that alteries the halt that the		1	The venue is reachable/accesible and within 500 meters radius (using Google maps) from	,	
The versue is at least 10 cmeter ractive away from set light district using Google maps application / Nevers		2			<u> </u>
A Fectivities and Amenities 1 The venue has scouldly measures in place (e. 1.2 a hour scouldy guard on only and prosence of Aucational CVC amenica with hotel promised ju ensure safety of participants 7 The professorial reference has been as the proposed number of alternative and prosence of Aucational CVC amenica with hotel promised ju ensure safety of participants 8		+			
This venue has declarity measures in place (c.l. 26 hour security guard on duty and presence of Armideral CETV carriags within hold prumbles) to ensure subtry of participants The cordinate reconstruction half is a few of use the whole participant of the institute of the half, enteredistruction half is a few of use the whole activity duration of the half, enteredistruction between or and among participants are round or recollegular bathes, among the among participants or pillars at the center or side of the half that affects the view and interaction between or and among participants are round or recollegular bathes, among and enterpress and learning service providers. a. Can be used from high place, and view invalidated as a contract of the contract of th			Venue		
the conference (CTV comments within botal premised) to ensure safety of participants The conference/function hall as its a, fires of use the whole activity duration b, can accommodate the proposed number of alterndees regardless of lihe layout and arrangement of the hall, chair, and table set up using round or rectangular fables, among others. In the hall, chair, and fable set up using round or rectangular fables, among others. In the hall, chair, and fable set up using round or rectangular fables, among others. In the conference/function halls has high quality sound systems and equipment which includes the conference/function halls has high quality sound systems and equipment which includes the a. Time (3) Weekes intropologies In Time conference/function halls has high quality sound systems and equipment which includes the conference/function halls to tradeleration in the function hall sesigned to the activity, to district the conference/function hall sesigned to the activity, to with the conference/function hall sesigned to the activity, to with the conference/function hall sesigned to the activity, to with the conference/function hall for congress the conference of the conference/function hall for congress the proposed number of participants and the conference/function hall for congress the proposed number of participants and the conference/function hall for congress the proposed number of participants in the proposed number of participants in the proposed number of participants in the function of the debte departicipants of the function of the conference of the confe		A			
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B. Three (3) wheless microphones D. Free used one functional LOD Projector and screen c. Standby IT personnel or able technician inside the conferencefunction half to troubleshoot technicial () Exclusive access to strong and stable WIFI connection in the function half assigned to the activity, to with the conferencefunction in the function half assigned to the activity, to with the conferencefunction in the function half assigned to the activity, to with the conferencefunction in the function half assigned to the activity of the conferencefunction half for coordination purposes Free changing of all electronic gadgets (i.e. laptop, projector, mobile phone, among others) and free use of esturation cods for activities needing laptop. Free changing of all electronic gadgets (i.e. laptop, projector, mobile phone, among others) and free use of esturation cods for activities needing laptop. Free changing of all electronic gadgets (i.e. laptop, projector, mobile phone, among others) and free use of esturation cods for activities needing laptop. Room Availability of St x 4th while board inside the conference/function half with two markers, and whiteboard areare freeingulent the activity duration Room charges are based on confirmed number of noons which can accommodate the proposed number of participants. Room charges are based on confirmed number of participants on the first day and actual number of participants on successful days and not on the number of noons occupied. Free rooms and breakfast for the Secretariat and resugue person (quadsharing and one bad per participants are provided waterfalloher of valler and other basic necessities like earls of thick tlariket which is free of charge upon request. Catering Services G. Catering Services Buffet brushasts with minimum of three viands, with dessert, and drink choices of caffee, choop or illustrate the properties of the participants and one preferred to be in a canister rather than in actival to comply with green procurement. Porticing of meals are as fo		2	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.	1	
b. Free use of one functional LCD Profestor and screen c. Standy Ty personnel or able technician inside the conferenceflunction hall to troubleshoot technical glatches Ecclusive access to strong and stable WFIF connection in the function hall assigned to the activity, to disches Ecclusive access to strong and stable wFIF connection in the function hall sessinged to the activity, to disches a minimum of 30 mbps for intensive fir related activities a. minimum of 30 mbps for pusual proveing (google, you tube, social media); and b. minimum of 30 mbps for intensive fir related activities Free charging of all electronic gadgets (i.e. laptop, projector, mobile phone, among others) and free use of statistion coulds for activities needing laptops Availability of \$1 x 48 this libes and insiste the conference/function hall with two markers, and whiteboard of activities on could be activity duration Room chacemonatation Room chacemonatation The hotel has the required number of rooms which can accommodate the proposed number of participants. Each room is good for 34 sharing with single bed per participant. Room charges are based on confirmed number of rooms occupied Free consor and threaktas for the Sporetariat and resugges person (quadsharing and one bed per person) for a minimum of 40 bibliode participants Availability of free lolistines such as soap, shampoo, loohipaste with loohibrush, lissue, nubber or re-assable slaper, biblied waterfolisher of vater and other basic necessities like extra of thick blanket A valiability of free lolistines such as soap, shampoo, loohipaste with loohibrush, lissue, nubber or re-assable slaper, biblied waterfolisher of vater and other basic necessities like extra of thick blanket A valiability of free lolistines such as soap, shampoo, loohipaste with loohibrush, lissue, nubber or versatish slaper of the profession of		3	The conference/function halls has high quality sound system and equipment which includes the		
c. Standby: IT personnel or able technician inside the conference/function hall assigned to the activity, to discussion of the property of the		†			
Exclusive access to strong and stable WIFI connection in the function half 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 17 related activities. 5 Persection of standy personal fisicle the conference/function half or coordination purposes. 6 Pree charging of all electronic gadgets (i.e. laptop, projector, mobile phone, among others) and free use of extension conds for activities needing japtops. 7 Availabity of 3ft x 4 th with beard inside the conference/function half with two markers, and whiteboard eraser throughout the activity duration. 8 Room Accommedation. 1 The hotel has the required number of rooms which can accommodate the proposed number of participants. Each room is good for 24-sharing with single bad per participant. 2 Room charges are based on confirmed number of participants on the first day and actual number of participants. Each room is good for 24-sharing with single bad per participant. 3 Free rooms and breakfast for the Spcretarial and resugges persoin (quadsharing and one bed per person) for a minimum of 40 billed participants. 4 Availabity of first lotelines such as soop, shampoo, toolhipaste with toolhibrush, tissue, rubber or exclusive slipper, bother washes soop, shampoo, toolhipaste with toolhibrush, tissue, rubber or which is free of charge upon request. 9 Catering Services 9 Suffet breakfast with minimum of three viands, with dessert, and drink choices of coffee, choco, milk, without the participant of valler and other wash three viands. (2 meastifies and one variety of the participants of valler and other variety of results and one variety of the participants of the participants. 9 Portioning of meast are as follows: 1 a. For meals : 1 cup of rice, 1 serving of vegetable, 2 serving of meastlish to comply with green procurement. On the other hand, serving or positioning is based on appropriate and applicable slendard measurement/servings. 1 Charges on mealstracable shou		1	c. Standby IT personnel or able technician inside the conference/function half to troubleshoot technical		
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(Amount in words)	Six Hundred Ninety-Five Thousand Ten Pesos Only	TOTAL	695,010.00
	PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES		
	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.	1	
	The place of delivery of the goods / services is within BAGUIO CITY.	1	
F.	Terms and Conditions		
3	Provisions of free learning accessories to include: a. real or natural flower arrangements or succulents on partipant'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	,	

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:

HANSEL DAVID CO

(Signature over Printed Name)

THE ORCHARD HOTEL BAGUIO

Bank Account Name

485 - 200 - 298 - 00000

TIN Number *please tick tax type

// vat
// non-vat

06-03-25 Date

0083 - 2002 - 4329

Bank Account Number

Date of BIR Registration

Very truly yours,

MARIA A. CATBAGAN-APLATEN, PhD Signature over Printed Name of Authorized Official

Director IV, Regional Director Designation

Fund Cluster: 01 CMF CONE CO & 01 mps /cmf cureent

Funds Available: 6

/1/

WILBOURN B. BACOLONG

02- bays - 3800 - of -01462

ORS/ BURS No. : 02-0101-2025-05-08081

Date of the ORS/ BURS: MAY 2 8 2025

Amount: • 695,010.00

MMAWA/mile







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;

Page 1 of 2

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 / RRPTP
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

(V) 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/RhosellePS