

PURCHASE ORDER

Department of Social Welfare and Development
Cordillera Administrative Office

Annex G-5

Supplier		THE ORCHARD HOTEL BAGUIO		Purchase Order No.		2020-08-324	
Address		49 LEGARDA ROAD, BAGUIO CITY		Date		8/27/2020	
				Mode of Procurement		Lease of Venue	
Gentlemen:							
Please furnish this office the following articles subject to the terms and conditions herein.							
Place of Delivery		Within Baguio City			Delivery Term:		Complete
Date of Delivery		AS SCHEDULED			Payment Term:		Charge
Stock/ Property	Unit	Description	QTY	Unit Cost	Total Cost		
		BOARD AND LODGING FOR THE PANTAWID PAMILYANG PILIPINO PROGRAM REGIONAL AND PROVINCIAL CONFERENCE CY 2020- RPMO					
		Day 1: November 24, 2020					
	servings	PM Snack	97	125.00	12,125.00		
	servings	Dinner	20	275.00	5,500.00		
	pax	Lodging	20	800.00	16,000.00		
		Day 2: November 25, 2020					
	servings	Breakfast	20	150.00	3,000.00		
	servings	AM Snack	97	125.00	12,125.00		
	servings	Lunch	97	275.00	26,675.00		
	servings	PM Snack	97	125.00	12,125.00		
	servings	Dinner	20	275.00	5,500.00		
	pax	Lodging	20	800.00	16,000.00		
		Day 3: November 26, 2020					
	servings	Breakfast	20	150.00	3,000.00		
	servings	AM Snack	97	125.00	12,125.00		
	servings	Lunch	97	275.00	26,675.00		
	servings	PM Snack	97	125.00	12,125.00		
	servings	Dinner	20	275.00	5,500.00		
	pax	Lodging	20	800.00	16,000.00		
		Day 4: November 27, 2020					
	servings	Breakfast	20	150.00	3,000.00		
	servings	AM Snack	97	125.00	12,125.00		
	servings	Lunch	97	275.00	26,675.00		
		TRAINING SPECIFICATIONS					
		Availability		COMPLIANCE			
		November 24-27, 2020		✓			
		The venue is accessible to transport services but not limited to taxi, tricycle and jeepney plying within the area		✓			
		The venue has parking space and automatically reserves parking slots for DSWD considering the following: a. Small events (50 participants): at least five (5) parking slots b. Medium events (51 - 100 participants): at least 10 parking slots c. Big events (101 and above participants): at least 15 parking slots. Note: For special gathering and events (e.g. NMDC): atleast 15 parking slots		✓			
		Neighborhood data					
		The venue is reachable/accesible and within 500 meters radius using Google maps from nearby hospitals, police stations, banks, restaurants, among others.		✓			
		Establishments near the venue have no sanitation issues and do not pose health risks		✓			
		The venue is at least 100 meters radius away from bars and similar establishments serving hard liquors and intoxicating beverages using Google maps.		✓			
		Venue					
		Facilities and Amenities					
		Health System Requirements and Protocols					
		Undertake body temperature checking using thermal scanner at the hotel entrances for all guests/participants by qualified health or medical staff or trained hotel personnel.		✓			
		Sanitizing mats are provided at the entrance of the venue for the disinfection of guest's shoes.		✓			
		Physical distancing measures, hand sanitization, and respiratory etiquette must be observed when handling guests at the check-in counter or reception area.		✓			
		Essential health kits such as face mask, disposable waste bag, 70% alcohol or hand sanitizer, tissue paper/paper towel, and disposable gloves should be available at the reception counter or concierge		✓			
		Guest must be informed of the management policies on room occupancy, dining, and use of public areas imposed to ensure safety and reduce risk of infection. Physical distancing, wearing of mask, proper handwashing/hand sanitizing practice must be emphasized.		✓			

	Guest must be provided with reminder cards, which may include the following: 1) No sharing of food or any personal or non-personal belongings; 2) Proper disposal of used PPE; 3) Mingling with occupants of other rooms are not encouraged; 4) practice of basic health protocols (proper handwashing, use of facemask, and physical distancing, among others)	✓		
	Floor markers that allows one (1) meter distance between guests on queuing must be in place to ensure physical distancing	✓		
	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	✓		
	The conference/function hall is: a. free of use the whole activity duration. b. Function hall must adhere to 50% capacity to ensure physical distancing. c. can accommodate the proposed number of attendees with distance regardless of the layout and arrangement of stage, chair, and table set up using rectangular or round tables, among others. Table set up should accommodate 50% of the original capacity. d. has no impediments or pillars at the center or side of the hall which may affect the view and interaction between and among participants and learning service providers. e. sanitize or disinfect the function hall daily (before starts or after the activity) to ensure cleanliness and orderliness. f. sound proofed, well lighted, and well ventilated g. Can be used from 6:00 AM - 10:00 PM without extra charges h. In light of physical distancing, seating arrangement must consider enough spacing (e. to contribute to the conduciveness of the learning environment)	✓		
	The conference/function halls have high quality sound system and equipment which includes the following:	✓		
	a. Three (3) functional wireless microphones	✓		
	b. Free use of one functional LCD Projector and screen	✓		
	c. Standby IT personnel or able technician inside the conference/function hall	✓		
	Access to strong WIFI connection, 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	✓		
	Presence of standby personnel inside the conference/function hall for coordination purposes	✓		
	Free charging of all electronic gadgets (i.e. laptop, projector, mobile phone, among others) including free use of extension cords the whole activity duration	✓		
	Availability of 3ft x 4ft white board inside the conference/function hall with two markers and whiteboard eraser throughout the activity duration	✓		
	Room Accommodation			
	The hotel has the required number of rooms which can accommodate the proposed number of participants. Each room is good for 1-2 sharing with single bed (atleast 1 meter apart from next bed) per participant	✓		
	Charges are based on guaranteed reservation on the first day and actual number of participants on succeeding days and not on the number of rooms occupied.	✓		
	Room set-up must allow convenient in-room dining for guests.	✓		
	Rooms should be sanitize daily as a standard operating procedure	✓		
	Free secretariat room (double sharing and one bed per person) for a minimum of 50 confirmed participants	✓		
	Availability of free toiletries and other necessities such as soap, shampoo, toothbrush with toothpaste, rubber or re-usable slipper, bottled/pitcher water, tissue and other basic necessities like extra or thicker blanket free of charge upon request	✓		
	Sanitization kit shall be provided for each guest which may include 70% solution alcohol or alcohol based sanitizers, face mask, among others.	✓		
	Catering Services	✓		
	Food station must be manned by restaurant crew or personnel and meals and snacks should be individually packed using biodegradable packaging materials.	✓		
	Breakfast with minimum of three viands, with dessert, and drinks choices of coffee, choco, milk, and tea aside from purified water	✓		
	Lunch and dinner with three viands (2 meats/fish and 1 vegetable), with appetizer, soup, desserts, and drinks and a glass of healthy or fruit infused drinks	✓		
	AM and PM snacks are preferably indigenous or healthy snacks with a glass of coconut water or natural fruit infused juice. Please attached proposed menu with serving details to be concurred by the end-user Note: a) creamer, sugar, and the like are preferred to be in a canister rather than in sachet to comply with green procurement b.) Portioning or serving of meals is based on standard and applicable food measurement (e.g. bowl of bilo-bilo or 2 pcs of suman with 1 slice of riped mango)	✓		
	Charges on meals/snacks should be based on guaranteed number of participants on the first day and actual number of participants on succeeding days.	✓		

	All meals 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 50 participants.	✓		
	Other requirements			
	Free two (2) signages or backdrops (tarpaulin) with least 3x4 ft size to be displayed at the conference/function hall and within the designated hotel area/premises.	✓		
	Free provisions of the following learning accessories: a. real or natural flowers to be displayed at the participant's table b. candies or "pika-pika" to be served daily c. basic medicines for headache, LBM, etc. available at the front desk or reception area d. accessibility and provision of basic health kits (sanitizer or alcohol) e. Adequate supply of soaps, alcohol based sanitizer, toilet paper in the restroom must be ensured regularly f. Toilet and restrooms must be functional, cleaned, and sanitized regularly every two hours	✓		
(Amount in words)			TOTAL	226,275.00
			Two Hundred Twenty Six Thousand Two Hundred Seventy Five 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:

(Signature over Printed Name)

Date

Bank Account Name

Bank Account Number

TIN Number

*please tick tax type
 vat
 non-vat

Date of BIR Registration

Very Truly Yours,



LEO L. QUINTILLA
Signature over Printed Name of Authorized Official
OIC Regional Director
Designation *JLQ*

Fund Cluster: <u>CMF CONTG CO</u>	ORS/ BURS No. : <u>2018-03-01400</u>
Funds Available: <u>226,275.00</u>	Date of the ORS/ BURS: <u>8/29</u>
WILBOURN B. BACOLONG ACCOUNTANT III	Amount: <u>226,275.00</u>

ROLR/cfyd

**BIDS AND AWARDS COMMITTEE
RESOLUTION NO. 410 S. 2020**



-NEGOTIATED PROCUREMENT- LEASE OF VENUE-

BOARD AND LODGING FOR THE PANTAWID PAMILYANG PILIPINO PROGRAM REGIONAL AND PROVINCIAL CONFERENCE CY 2020 - RPMO

WHEREAS, the Department of Social Welfare and Development-Cordillera Administrative Region (DSWD-CAR) has been granted appropriations for the **BOARD AND LODGING FOR THE PANTAWID PAMILYANG PILIPINO PROGRAM REGIONAL AND PROVINCIAL CONFERENCE CY 2020 - RPMO** with an Approved Budget for the Contract (ABC) of Two Hundred Fifty Nine Thousand One Hundred Fifty Pesos Only (₱259,150.00);

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 procurement of the programs, activities and projects for 2020;

WHEREAS, in consonance with the 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 "subject 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, resort to any of the alternative mode of procurement;

WHEREAS, section 53.10 of the Revised Implementing Rules and Regulations (IRR) of the RA 9184 or otherwise known as the Government Procurement Reform Act of 2002 allows the procuring entity to resort to Negotiated Procurement – **LEASE OF VENUE**;

WHEREAS, on 19th day of August 2020, Request for Quotations were transmitted to the end user;

WHEREAS, on 25th day of August 2020 at 6PM was the set deadline for the submission of quotations wherein three (3) price quotations were obtained from **THE ORCHARD HOTEL BAGUIO, VENUS PARKVIEW HOTEL/VIVE INCORPORATED**, and **NEWTOWN PLAZA HOTEL**. In pursuant to the 2016 Revised IRR of RA 9184 under Lease of Venue and Small Value Procurement, the receipt of at least one (1) price quotation is sufficient to proceed with the evaluation thereof;

WHEREAS, upon opening of the Request for Quotations held on the **27th day of August 2020**, findings were listed in the summary of quotations below:

	NAME OF BIDDER	AS READ	AS CALCULATED	REMARKS
1	THE ORCHARD HOTEL BAGUIO	226,275.00	226,275.00	WITHIN ABC
2	VENUS PARKVIEW HOTEL/VIVE INCORPORATED	226,500.00	226,500.00	WITHIN ABC
3	NEWTOWN PLAZA HOTEL	257,550.00	257,550.00	WITHIN ABC

WHEREAS, upon evaluation by the Bids and Awards Committee (BAC), **THE ORCHARD HOTEL BAGUIO** emerged to be the lowest bidder and the quotation of said bidder was found to be compliant. For the tabulation of the rating factor, **THE ORCHARD HOTEL BAGUIO** passed the 90% passing rate wherein it garnered a 100% rating factor from the End-User. For further assessment, the BAC required the End-User to post-qualify the said bidder with regards to their function hall since there are 97 expected participants for the activity;

WHEREAS, based on the submitted post-qualification report, **THE ORCHARD HOTEL BAGUIO** can comply with the accommodation and the main hall has the capacity of 180-200 participants. The hotel also can comply with the rest of the specifications or requirements stated in the rating factor as well as the Health and IATF protocol;



**BIDS AND AWARDS COMMITTEE
RESOLUTION NO. 410 S. 2020**



-NEGOTIATED PROCUREMENT- LEASE OF VENUE-

BOARD AND LODGING FOR THE PANTAWID PAMILYANG PILIPINO PROGRAM REGIONAL AND PROVINCIAL CONFERENCE CY 2020 - RPMO

WHEREAS, based on the foregoing, the BAC resolved to recommend the award of contract to **THE ORCHARD HOTEL BAGUIO** an eligible and responsive bidder;


WHEREAS, for the safety of participants the End-User was mandated to ensure the compliance of the supplier to the required minimum public health and safety standards and protocols;

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 Two Hundred Twenty Six Thousand Two Hundred Seventy Five Pesos Only (₱226,275.00) for the **BOARD AND LODGING FOR THE PANTAWID PAMILYANG PILIPINO PROGRAM REGIONAL AND PROVINCIAL CONFERENCE CY 2020 - RPMO**.

RESOLVED at the DSWD-CAR, 40 North Drive, Baguio City this **27th day of August 2020**.

BIDS AND AWARDS COMMITTEE


ENRIQUE H. GASCON JR.
Chairperson


EDNA S. BENITEZ
Alternate Vice Chairperson

Not present
Regular Member

Not present
Provisional Member (End-User)


JAMI A. BAMBILLA
Provisional Member (Expert)


APPROVED/DISAPPROVED

LEO L. QUINTILLA
OIC Regional Director


RCLR/bev