

PURCHASE ORDER

Department of Social Welfare and Development
Cordillera Administrative Office

Annex G-5

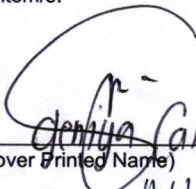
Supplier		NEWTOWN PLAZA HOTEL CORP.		Purchase Order No.		2020-10-486	
Address		CORNER, LEONARD WOOD ROAD, NO. 42 CLARO M. RECTO ST, BAGUIO, 2600 BENGUET		Date		10/26/2020	
				Mode of Procurement		Lease of Venue	
Gentlemen:							
Please furnish this office the following articles subject to the terms and conditions herein.							
Place of Delivery		CORNER, LEONARD WOOD ROAD, NO. 42 CLARO M. RECTO ST, BAGUIO, 2600 BENGUET			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 SAP I AND II PERFORMANCE REVIEW AND EVALUATION WORKSHOP					
		DAY 1: October 27,2020					-
	servings	Dinner	30	400.00			12,000.00
	pax	Lodging - TRIPLE SHARING EXTRA BED	30	800.00			24,000.00
		DAY 2: October 28,2020					-
	servings	Breakfast - BREAD SELECTION	30	200.00			6,000.00
	servings	AM Snack	30	100.00			3,000.00
	servings	Lunch	30	400.00			12,000.00
	servings	PM Snack - BREAD SELECTION	30	100.00			3,000.00
	servings	Dinner	30	400.00			12,000.00
	pax	Lodging	30	800.00			24,000.00
		DAY 2: October 29,2020					-
	servings	Breakfast	30	200.00			6,000.00
	servings	AM Snack	30	100.00			3,000.00
	servings	Lunch	30	400.00			12,000.00
	servings	PM Snack	30	100.00			3,000.00
		TRAINING SPECIFICATIONS			COMPLIANCE		
	I.	Availability					
		October 27-29, 2020			✓		
	1	The venue is accessible to transport services but not limited to taxi, tricycle 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 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			✓		
	III.	Neighborhood data					
	1	The venue is reachable/accesible and within 500 meters radius using Google maps from nearby hospitals, police stations, banks, restaurants, among others.			✓		
	2	Establishments near the venue have no sanitation issues and do not pose health risks			✓		
	3	The venue is at least 100 meters radius away from bars and similar establishments serving hard liquors and intoxicating beverages using Googgle maps.			✓		
	IV.	Venue					
	A.	Facilities and Amenities					
	1	Health System Requirements and Protocols					
	A.	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.			✓		
	B.	Sanitizing mats are provided at the entrance of the venue for the disinfection of guest's shoes.			✓		
	C.	Physical distancing measures, hand sanitization, and respiratory etiquette must be observed when handling guests at the check-in counter or reception area.			✓		
	D.	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			✓		
	E.	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.			✓		
	F.	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)			✓		
	G.	Floor markers that allows one (1) meter distance between guests on queuing must be in place to ensure physical distancing			✓		

	H.	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. 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)	✓		
	3	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	✓		
	4	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	✓		
	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) including free use of extension cords the whole activity duration	✓		
	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 1-2 sharing with single bed (atleast 1 meter apart from next bed) per participant	✓		
	2	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.	✓		
	3	Room set-up must allow convenient in-room dining for guests.	✓		
	4	Rooms should be sanitize daily as a standard operating procedure	✓		
	5	Free secretariat room (UPON APPROVAL)	✓		
	6	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	✓		
	7	Sanitization kit shall be available at the frontdesk	✓		
	C.	Catering Services			
	1	Food station must be manned by restaurant crew or personnel and meals and snacks should be individually packed using biodegradable packaging materials.	✓		
	2	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)	✓		
	3	Charges on meals/snacks should be based on minimum guaranteed pax	✓		
	4	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.	✓		
	D.	Other requirements	✓		
	1	Free two (2) signages or backdrops (Digital Signage/Display Screen) to be displayed at the conference/function hall and within the designated hotel area/premises.	✓		
		Terms and Conditions			

E.	The place of delivery of the goods / services is within Baguio City.	✓		
			TOTAL	120,000.00
(Amount in words)		One Hundred Twenty Thousand Pesos Only		

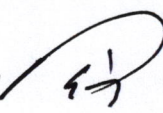
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:


 (Signature over Printed Name)
Julia Deniza Campal
 Bank Account Name
Newtown plaza Hotel Corp
 Bank Account Number
438 001 001 000
 TIN Number
 *please tick tax type
 vat
 non-vat

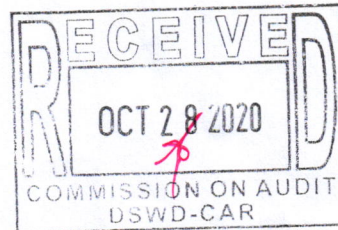
October 28, 2020
 Date
0007 905 164 30
 Bank Account Number
7/14/13
 Date of BIR Registration

Very Truly Yours,


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

Fund Cluster: _____ Funds Available: _____ WILBOURN B. BACOLONG ACCOUNTANT III	ORS/ BURS No. : _____ Date of the ORS/ BURS: _____ Amount: <u>120,000.00</u>
--	--

VUB/cld



**BIDS AND AWARDS COMMITTEE
RESOLUTION NO. 578 S. 2020**



-NEGOTIATED PROCUREMENT- LEASE OF VENUE-

BOARD AND LODGING FOR THE SAP I AND II PERFORMANCE REVIEW AND EVALUATION WORKSHOP

WHEREAS, the Department of Social Welfare and Development-Cordillera Administrative Region (DSWD-CAR) has been granted appropriations for the **BOARD AND LODGING FOR THE SAP I AND II PERFORMANCE REVIEW AND EVALUATION WORKSHOP** with an Approved Budget for the Contract (ABC) of One Hundred Twenty Thousand Pesos Only (₱120,000.00);

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 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 October 2020, Request for Quotations were transmitted to the End-User;

WHEREAS, on 22nd day of October 2020 at 12NN was the set deadline for the submission of quotations wherein three (3) price quotations were obtained from **HOTEL SUPREME, VENIZ HOTEL CORPORATION, and NEWTOWN PLAZA HOTEL CORP.** On the other hand, **RIDGEWOOD HOTEL** responded that they are not available. 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 **23rd day of October 2020**, findings were listed in the summary of quotations below:

	NAME OF BIDDER	AS READ	AS CALCULATED	REMARKS
1	HOTEL SUPREME	N/A	114,000.00	WITHIN ABC
2	VENIZ HOTEL CORPORATION	120,000.00	120,000.00	WITHIN ABC
3	NEWTOWN PLAZA HOTEL CORP.	N/A	120,000.00	WITHIN ABC

WHEREAS, upon evaluation by the Bids and Awards Committee (BAC), **HOTEL SUPREME** emerged to be the lowest bidder. However, to ensure the compliance of the received quotations, the BAC resolved to require a post qualification inquiry and preparation of rating factor;

WHEREAS, on 26th day of October 2020, the Rating Factor and Post Qualification Report was presented to the BAC. Said documents states that the lowest bidder **HOTEL SUPREME** garnered a 89% Rating Factor wherein based from the 90% passing rate, such rating was considered as "failed". The said failure was primarily caused by the non-compliance of said bidder to the prescribed internet speed. This is considering that the activity involves a blended learning among the participants wherein the other parties throughout the nation will join the activity through video conference. Hence, a high speed and stable internet connectivity was deemed essential for the activity. Therefore, the lowest bidder was deemed as non-compliant;

**BIDS AND AWARDS COMMITTEE
RESOLUTION NO. 578 S. 2020**



-NEGOTIATED PROCUREMENT- LEASE OF VENUE-

**BOARD AND LODGING FOR THE SAP I AND II PERFORMANCE REVIEW AND EVALUATION
WORKSHOP**

WHEREAS, both **VENIZ HOTEL CORPORATION** and **NEWTOWN PLAZA HOTEL CORP.** emerged as the 2nd lowest bidders. Upon tabulation of Rating Factor, **VENIZ HOTEL CORPORATION** garnered a failed rating of 86.50% while **NEWTOWN PLAZA HOTEL CORP.** exceeded the 90% passing rate wherein it garnered a 91.50%. With this, among the 2nd lowest bidders, only **NEWTOWN PLAZA HOTEL CORP.** was able to pass the prescribed rating factor;

WHEREAS; upon conduct of post-qualification inquiry with **NEWTOWN PLAZA HOTEL CORP.**, said bidder was able to comply with the essential requisites of the activity. Therefore, based on the foregoing, the BAC resolved to recommend the award of contract to **NEWTOWN PLAZA HOTEL CORP.**, an eligible and responsive bidder;

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 **NEWTOWN PLAZA HOTEL CORP.** which offered an amount of One Hundred Twenty Thousand Pesos Only (₱120,000.00) for the **BOARD AND LODGING FOR THE SAP I AND II PERFORMANCE REVIEW AND EVALUATION WORKSHOP.**

RESOLVED at the DSWD-CAR, 40 North Drive, Baguio City this **26th day of October 2020.**


BIDS AND AWARDS COMMITTEE


ENRIQUE H. GASCON JR.
Chairperson

Not present
Vice Chairperson

Not present
Regular Member


JERRY D. JULIAN
Provisional Member (End-User)


MERCHIE A. LABUGUEN
Provisional Member (Expert)


APPROVED/DISAPPROVED

LEO L. QUINTILLA
OIC Regional Director

/kenneth

**PURCHASE ORDER
(SUPPLEMENTAL TO PO 2020-10-486)**

Department of Social Welfare and Development
Cordillera Administrative Office

Annex G-5

Supplier	NEWTOWN PLAZA HOTEL CORP.	Purchase Order No.	2020-11-528
Address	CORNER, LEONARD WOOD ROAD, NO. 42 CLARO M. RECTO ST, BAGUIO, 2600 BENGUET	Date	11/11/2020
Gentlemen:		Mode of Procurement	Lease of Venue

Please furnish this office the following articles subject to the terms and conditions herein.

Stock/Property	Unit	Description	QTY	Unit Cost	Total Cost
		SUPPLEMENTAL MEALS AND SNACKS FOR THE SAP I AND II PERFORMANCE REVIEW AND EVALUATION WORKSHOP			
		DAY 1: October 27,2020			
	servings	Dinner	14	400.00	5,600.00
		DAY 2: October 28,2020			
	servings	Breakfast - BREAD SELECTION	15	200.00	3,000.00
	servings	AM Snack	16	100.00	1,600.00
	servings	Lunch	16	400.00	6,400.00
	servings	PM Snack - BREAD SELECTION	16	100.00	1,600.00
	servings	Dinner	16	400.00	6,400.00
		DAY 2: October 29,2020			
	servings	Breakfast	15	200.00	3,000.00
	servings	AM Snack	16	100.00	1,600.00
	servings	Lunch	16	400.00	6,400.00
	servings	PM Snack	16	100.00	1,600.00
		TRAINING SPECIFICATIONS	COMPLIANCE		
	I.	Availability			
		October 27-29, 2020	✓		
	1	The venue is accessible to transport services but not limited to taxi, tricycle 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 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	✓		
	III.	Neighborhood data			
	1	The venue is reachable/accesible and within 500 meters radius using Google maps from nearby hospitals, police stations, banks, restaurants, among others.	✓		
	2	Establishments near the venue have no sanitation issues and do not pose health risks	✓		
	3	The venue is at least 100 meters radius away from bars and similar establishments serving hard liquors and intoxicating beverages using Google maps.	✓		
	IV.	Venue			
	A.	Facilities and Amenities			
	1	Health System Requirements and Protocols			
	A.	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.	✓		
	B.	Sanitizing mats are provided at the entrance of the venue for the disinfection of guest's shoes.	✓		
	C.	Physical distancing measures, hand sanitization, and respiratory etiquette must be observed when handling guests at the check-in counter or reception area.	✓		
	D.	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	✓		
	E.	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.	✓		
	F.	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)	✓		
	G.	Floor markers that allows one (1) meter distance between guests on queuing must be in place to ensure physical distancing	✓		

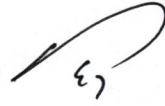
	H.	The venue has security measures in place (e.i. 24 hour security guard on duty and presence of functional CCTV cameras within hotel premises) to ensure safety of participants	✓		
	2	The conference/function hall is: a. free of use the whole activity duration. b. Function hall must adhere to 50% capacity 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)	✓		
	3	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	✓		
	4	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	✓		
	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) including free use of extension cords the whole activity duration	✓		
	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 1-2 sharing with single bed (atleast 1 meter apart from next bed) per participant	✓		
	2	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.	✓		
	3	Room set-up must allow convenient in-room dining for guests.	✓		
	4	Rooms should be sanitize daily as a standard operating procedure	✓		
	5	Free secretariat room (UPON APPROVAL)	✓		
	6	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	✓		
	7	Sanitization kit shall be available at the frontdesk	✓		
	C.	Catering Services			
	1	Food station must be manned by restaurant crew or personnel and meals and snacks should be individually packed using biodegradable packaging materials.	✓		
	2	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)	✓		
	3	Charges on meals/snacks should be based on minimum guaranteed pax	✓		
	4	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.	✓		
	D.	Other requirements	✓		
	1	Free two (2) signages or backdrops (Digital Signage/Display Screen) to be displayed at the conference/function hall and within the designated hotel area/premises.	✓		
		Terms and Conditions			

II.	The place of delivery of the goods / services is within Baguio City.	✓	TOTAL	37,200.00
(Amount in words)		Thirty Seven Thousand Two Hundred 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,



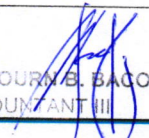
LEO L. QUINTILLA

Signature over Printed Name of Authorized Official
OIC Regional Director
 Designation

 (Signature over Printed Name) Date

 Bank Account Name Bank Account Number

 TIN Number *please tick tax type
 vat
 non-vat Date of BIR Registration

Fund Cluster: <u>OF PDRS CURRENT</u>	ORS/ BURS No. : <u>02-101101-2020-11-06539</u>
Funds Available: <u>27,200</u>	Date of the ORS/ BURS: <u>11/16</u>
 WILBOURN B. BACOLONG ACCOUNTANT III	Amount: <u>37,200.00</u>