

## PURCHASE ORDER

Department of Social Welfare and Development  
Cordillera Administrative Office

Annex G-5

<b>Supplier</b>	CHALET BAGUIO	<b>Purchase Order No.</b>	2020-11-509
<b>Address</b>	UPPER MILITARY CUT OFF ROAD, BAGUIO CITY	<b>Date</b>	11/5/2020
<b>Gentlemen:</b>		<b>Mode of Procurement</b>	SVP

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	
<b>CATERING SERVICES FOR THE SEMINAR ON MENTAL HEALTH AWARENESS AND PANTAWID PAMILYA SYNERGY 2020- RPMO</b>						
RPMO						
DAY 1: December 3, 2020						
	servings	AM Snacks (Panait Bihon with 3 pieces Shanghai, Buko Juice)	53	100.00	5,300.00	
	servings	Lunch (Rice, Pinikpikan with etag, Relyenong Bangus, Vegetable Salad with ranch or vinaigrette dressing, Assorted fruit slices, Cucumber juice)	53	300.00	15,900.00	
	servings	PM Snacks (Banana Bread, Sago't Gulaman)	53	100.00	5,300.00	
	day	HALL RENTAL	1	FOC	FOC	
DAY 2: December 4, 2020						
	servings	AM Snacks (Ham and Cheese sandwich (wheat bread) with lettuce, cucumber and Tomato)	53	100.00	5,300.00	
	servings	Lunch (Rice, Grilled Liempo, Pink Salmon Belly Teryaki, Chopsuey, Assorted Fruit Slices, Pineapple Juice)	53	300.00	15,900.00	
	servings	PM Snacks (Cheesy Baked Macaroni, Mango Juice)	53	100.00	5,300.00	
	day	HALL RENTAL	1	FOC	FOC	
<b>OTHER REQUIREMENTS</b>			<b>COMPLIANCE</b>			
<b>CATERING</b>						
		Food station must be manned by one (1) restaurant crew or personnel only, and must observe health precautions. Meals and snacks should be individually packed using biodegradable packaging materials.	✓			
		Lunch served with the combination of three viands (2 meats/fish and 1 vegetable), with dessert and natural infused fruit juice; AM and PM snacks are preferably indigenous or healthy snacks with a glass of coconut water or natural fruit infused juice. If indicated Menu is not available, please attach 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)	✓			
		Inclusive of free flowing brewed coffee/lemon grass tea and mineral water	✓			
		All materials must be reusable or recyclable	✓			
<b>VENUE</b>						
		Undertake body temperature checking using thermal scanner at the venue entrances for all guests/participants by qualified health or medical staff or trained personnel	✓			
		Sanitizing mats are provided at the entrance of the venue for the disinfection of guests' shoes	✓			
		Physical distancing measures, hand sanitation, and respiratory etiquette must be observed when handling guests at the reception area	✓			
		Essential health kits such as 70% ethyl alcohol/hand sanitizer, tissue/paper towel and disposable waste bag should be available at the reception or counter	✓			
		The conference/ function hall is: a. function hall must adhere to 50% capacity to ensure physical distancing b. 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 c. sound proofed, well lighted and well ventilated d. In light of physical distancing, seating arrangement must consider enough spacing ( to contribute to the conduciveness of the learning environment)	✓			
		Has access to strong WIFI connection to wit: minimum of 10 mbps for usual browsing (Google Meet, YouTube, Social media & other online platforms)	✓			
		Availability and free use of one functional LCD Projector	✓			



	Free charging of all electronic gadgets (i.e laptop, projector, mobile phone, among others), including free use of extension cords for the whole duration of the activity	✓		
	The place of delivery of the goods / services is within Baguio City.	✓		
			TOTAL	53,000.00
<b>(Amount in words)</b>		Fifty Three 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:

Very Truly Yours, 

\_\_\_\_\_  
( Signature over Printed Name)

\_\_\_\_\_  
Date

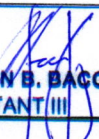
**LEO L. QUINTILLA**  
Signature over Printed Name of Authorized Official  
**OIC Regional Director**  
Designation

\_\_\_\_\_  
Bank Account Name

\_\_\_\_\_  
Bank Account Number

TIN Number  \*please tick tax type  
 vat  
 non-vat

\_\_\_\_\_  
Date of BIR Registration

Fund Cluster: _____ Funds Available: _____   <b>WILBOURN B. BACOLONG</b> ACCOUNTANT III	ORS/ BURS No. : <u>2020-11-D(632)</u> Date of the ORS/ BURS: <u>11/5</u>  Amount: <u>53,000.00</u>
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**BIDS AND AWARDS COMMITTEE  
RESOLUTION NO. 582 S. 2020**



**-NEGOTIATED PROCUREMENT- SMALL VALUE PROCUREMENT-**

**CATERING SERVICES FOR THE SEMINAR ON MENTAL HEALTH AWARENESS AND PANTAWID  
PAMILYA SYNERGY 2020 – RPMO**

**WHEREAS**, the Department of Social Welfare and Development-Cordillera Administrative Region (DSWD-CAR) has been granted appropriations for the **CATERING SERVICES FOR THE SEMINAR ON MENTAL HEALTH AWARENESS AND PANTAWID PAMILYA SYNERGY 2020 – RPMO** with an Approved Budget for the Contract (ABC) of Sixty-Eight Thousand Pesos Only (₱68,000.00);

**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 53.9 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 – **SMALL VALUE PROCUREMENT**;

**WHEREAS**, on 24<sup>th</sup> day of September 2020, Request for Quotations were transmitted to the End-User. On the same day, bid notice was posted in the PhilGEPS website as mandated in the 2016 Revised IRR of RA 9184 for Request for Quotations with an Approved Budget for the Contract (ABC) of above Fifty Thousand Pesos (Php 50,000.00) under Small Value Procurement and Shopping;;

**WHEREAS**, on 28<sup>th</sup> day of September 2020 at 6pm was the set deadline for the submission of quotations wherein three (3) price quotations were obtained from **VILLA SILVINA HOTEL AND RESTAURANT, H100 ECOLODGE**, and **CHALET BAGUIO**. On the other hand, **HOTEL ELIZABETH** did not respond to the invitation. 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 **8<sup>th</sup> day of October 2020**, findings were listed in the summary of quotations below:

	<b>NAME OF BIDDER</b>	<b>AS READ</b>	<b>AS CALCULATED</b>	<b>REMARKS</b>
1	<b>VILLA SILVINA HOTEL AND RESTAURANT</b>	47,700.00	47,700.00	WITHIN ABC
2	<b>H100 ECOLODGE</b>	56,700.00	56,700.00	WITHIN ABC
3	<b>CHALET BAGUIO</b>	53,000.00	53,000.00	WITHIN ABC

**WHEREAS**, upon evaluation by the Bids and Awards Committee (BAC **VILLA SILVINA HOTEL AND RESTAURANT** emerged to be the lowest bidder. However, to ensure the compliance of the received quotations, the BAC resolved to require a post qualification inquiry;



**BIDS AND AWARDS COMMITTEE  
RESOLUTION NO. 582 S. 2020**



**-NEGOTIATED PROCUREMENT- SMALL VALUE PROCUREMENT-**

**CATERING SERVICES FOR THE SEMINAR ON MENTAL HEALTH AWARENESS AND PANTAWID  
PAMILYA SYNERGY 2020 – RPMO**

**WHEREAS**, on 19<sup>th</sup> day of October 2020, the post qualification report was presented to the BAC. Said report states that the lowest bidder **VILLA SILVINA HOTEL AND RESTAURANT** was found to be non-compliant due to the impediments that was caused by their makeshift conference hall. With said circumstance, the objectives of the activity will not be fully met and the expenses for such will just cause waste of government funds. Therefore, based on said report, the BAC resolved to deem **VILLA SILVINA HOTEL AND RESTAURANT** to be non-compliant;

**WHEREAS**, based from the same report, **CHALET BAGUIO** emerged to be the 2<sup>nd</sup> lowest bidder. Upon the conduct of post qualification inquiry with the said bidder, the same was found compliant with the prescribed requirements;

**WHEREAS**, based on the foregoing, the BAC resolved to recommend the award of contract to **CHALET BAGUIO** an eligible and responsive bidder. On the other hand, the BAC would like to emphasize that in the conduct of the activity, minimum health protocols should be strictly implemented by the End-User;

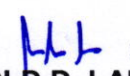
**NOW, THEREFORE**, foregoing premises considered, We, the Members of the Bids and Awards Committee, hereby **RESOLVED** as it is hereby resolved to recommend to the Regional Director the award of contract to **CHALET BAGUIO** which offered an amount of Fifty-Three Thousand Pesos Only (P53,000.00) inclusive of all the applicable taxes and fees for the **CATERING SERVICES FOR THE SEMINAR ON MENTAL HEALTH AWARENESS AND PANTAWID PAMILYA SYNERGY 2020 – RPMO**.

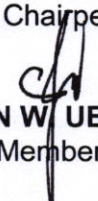
**RESOLVED** at the DSWD-CAR, 40 North Drive, Baguio City this 19<sup>th</sup> day of October 2020.

**BIDS AND AWARDS COMMITTEE**

  
**ENRIQUE H. GASCON JR.**  
Chairperson

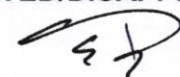
Not present  
Vice Chairperson


  
**ARNOLD D. LARTEC**  
Regular Member

  
**JASON W. UBERTO**  
Provisional Member (End-User)

NOT PRESENT  
Provisional Member (Expert)

**APPROVED/DISAPPROVED**

  
**LEO L. QUINTILLA**  
OIC Regional Director

  
L. GD/kenneth