

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<p>Lighting System</p> <p>Must have enough white light bulbs and not yellow/dim bulbs to ensure a good visual of participants for the entire session.</p>			
		<p>Audio Visual Requirements:</p> <p>Use of 1 LCD projector in good condition for presentation. Complete Functional Audio Visual (surround system) with at least 3 wireless microphones and 2 with wire. There has to be a standby operator to assist in the AV needs and the Audio Visual must be set up at least 1 hour before the activity. Availability of whiteboard, extension cords, and Phillipine Flag. No electrical charge for the use of own equipment.</p>			
		<p>Room Requirements:</p> <p>Double/Triple sharing with separate bed for each pax. Assigned rooms must be in the same floor of the function room or is accessible with an elevator for rooms located higher than 3rd floor in consideration with pax who may be Senior Citizen or PWD. There must be a free provision of bottled water and basic toiletries like soap & shampoo. TV and cabinet must be readily available in each room with enough hangers. Room for the secretariat and Resource Persons must be with WIFI connection.</p>			
		<p>Other Requirements</p> <p>• Provision of Backdrop and Welcome streamers/lobby posting. There has to be enough number of stand-by waiters to assist the participants. There has to be on call medical personnel and available over-the-counter medicines. The hotel should be able to provide a certificate of Authority to Operate by DOT safety sealed certificate (must be attached for TWG). Guest must be provided with a Health Declaration Form upon check in and sanitation kit shall be provided for each guest which may include 70% solution alcohol or alcohol-based sanitizers and face masks together with bathroom amenities (RA 9593 or the Tourism Act of 2009)</p>			
		<p>Hotel must be a smoke-free zone in compliance with RA 9211 with a No Smoking Poster visible at the lobby or front desk. There should be a No Human Trafficking Poster.</p> <p>Hotel must provide SOA, and Menu on the last day of the activity. Payment is within 30 days after receipt of the complete set of supporting documents.</p>			

NOTICE OF AWARD

April 25, 2024

IMELDA RUBIO
Authorized Representative
E.I. Suites
Poblacion, Siguilor, Siguilor

Dear Ms. Rubio:

We are glad to notify you that the Provision of Board and Lodging, Catering Services and Venue for Quarterly Consultation Dialogue with Negros Oriental and Siguilor LSWDOs under RFQ No. DSWD-2024-0286A is hereby awarded to E.I. Suites amounting Seventy-Two Thousand Pesos (Php 72,000.00).

Please signify your conformity by affixing your signature on the space provided below and return this Notice of Award to the Procurement Management Section immediately upon receipt.

Failure to conform to this award shall constitute sufficient ground for cancellation and will be awarded to the second (2nd) lowest and responsive quotation.

Thank you.

Very truly yours,

SHALAINÉ MARIE S. LUCERO, CESO IV
Regional Director

Conforme:

IMELDA RUBIO
Authorized Representative

Date: _____



NOTICE TO PROCEED

April 25, 2024

IMELDA RUBIO
Authorized Representative
E.I Suites
Pobacion, Siquijor, Siquijor

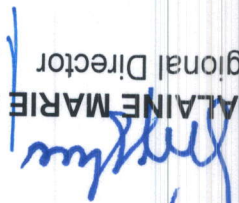
Dear Ms. Rubio:

Please be informed that you may now proceed as the Service Provider for the contract entitled **Provision of Board and Lodging, Catering Services and Venue for Quarterly Consultation Dialogue with Negros Oriental and Siquijor LSWDOS under PO No. DSWD7-AMP-2024-244** amounting to **Seventy-Two Thousand Pesos (Php 72,000.00)**, inclusive of all applicable government taxes.

This Notice binds you to your price proposal, schedule of requirements, technical specifications, and other terms and conditions stipulated in the Purchase Order. Please note that complete delivery of goods/services shall be made on June 28, 2024.

Kindly affix your signature and the corresponding date in the space provided below:

Very truly yours,


SHALAINE MARIE S. LUCERO, CESO IV
Regional Director

Conforme:

IMELDA RUBIO
Authorized Representative

Date: _____

