






REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
MIMAROPA REGIONAL OFFICE

PURCHASE ORDER					
Supplier :	MOMARCO RESORT INC.	P.O. No.:	2024-12-001		
Address :	Sitio Bathala, Barangay Plaza Aldea, Tanay Rizal	Date:	December 10, 2024		
TIN :	007-781-529-000	Mode of Procurement:	Negotiated Procurement/Lease of Real Property and Venue (Sec. 53.10, IRR of R.A. No. 9184)		
Gentlemen: Please supply/deliver the article(s) service(s)/supplies/materials listed below prices in accordance with your Price Quotation,					
Place of Delivery :	Sitio Bathala, Barangay Plaza Aldea, Tanay Rizal	Delivery Term:	December 12-13, 2024		
Date of Delivery:	December 12-13, 2024	Payment Term:	Within fifteen (15) calendar days upon completion		
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
LEASE OF VENUE AND HOTEL ACCOMMODATION FOR THE CONDUCT OF CAPACITY BUILDING FOR DBM MIMAROPA OFFICIALS AND STAFF UNDERSTANDING GENDER AUDITS TOOLS					
n/a	lot	A. Availability The function room and hotel accommodations are available and ready for use on December 12 to 13, 2024. B. Location Sitio Bathala, Barangay Plaza Aldea, Tanay Rizal C. Conference Hall/Space Requirements Able to accommodate at least twenty-six (26) participants for the exclusive use of said event on December 12 to 13 2024, along with the following specifications and provisions: 1. Table and chair setting arrangement for participants and presidential table; 2. Information table and flag; podium, backdrop, and welcome streamer; 3. Air-conditioned; 4. Adequate lighting and sound system, with three (3) functioning microphones; 5. Working and clear projector with screen; 6. Power outlet/charge for projector and laptops; 7. Standby waiter and technician; and 8. Provision of free internet/Wifi connectivity. D. Room Accommodation- December 12 to 13, 2024 (2 Days/ 1 Night) 1. Twelve (12) Double/Twin Sharing Rooms and One (1) Triple Sharing Room suitable for Twenty-Six (26) persons. 2. Air-conditioned, quiet, and sanitized with provision of sanitation kit per guest. 3. Good standard, i.e., no leaks and unsightly markings in beds/beddings/ceilings, etc. 4. With free and stable internet/Wi-Fi connection.	1	94,500.00	94,500.00

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		5. With own restroom per room. E. Food Requirements December 12, 2024- Set AM Snack, Plated Lunch, Set PM Snack & Plated Dinner December 13, 2024- Plated Breakfast, Set AM Snack, Plated Lunch F. Parking Space Free parking space within the same location to accommodate participants' vehicles. G. Other Requirements 1. Adequate security service; 2. The service provider shall have its own environmental policy which shall cover the reduction of chemical substances usage, reduction of waste energy consumption, and water saving. 3. Provide organic, local or regional products or products which are produced in a sustainable way when offering food and beverages; 4. Use of energy efficient lighting (LED) day light; 5. The service provider shall reduce packaging and usage of disposable containers for food, drinks and condiments; and			
(Total Amount in Words)			Ninety-Four Thousand Five Hundred Pesos (P94,500.00)		
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 of Supplier		 Digitally signed by Sanchez Ricky Lee			
12-10-24 Date		RICKY L. SANCHEZ, CESO III Director IV			
Fund Cluster : 01101101 P94,500.00 Funds Available :			ORS/BURS No. : 2024-12-00024 Date of the ORS/BURS: Dec. 11, 2024 Amount : P94,500.00		
 Digitally signed by Perlas Perla Macalisang Administrative Officer V					



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NOTICE OF AWARD

December 10, 2024

MS. REBECCA A. CASTRO

Reservation Officer - Momarco Resort, Inc.
Sitio Bathala, Barangay Plaza Aldea
Tanay Rizal

Dear **Ms. Castro:**

This is to inform you that the contract for the **Lease of Venue and Hotel Accommodation for the Conduct of Capacity Building for DBM MIMAROPA Officials and Staff - Understanding Gender Audits Tools**, in connection with Request for Quotation No. 2024-019 for DBM MIMAROPA Regional Office, is hereby awarded to your company in the amount of **Ninety-Four Thousand Five Hundred Pesos (P94,500.00)**.

If you agree with the award, please sign below and return the signed notice to our Office as soon as possible.

Thank you for your participation in the bidding process.

Very truly yours,

Digitally signed
by Sanchez
Ricky Lee

RICKY L. SANCHEZ, CESO III

Director IV
(Head of Procuring Entity)

CONFORME:

Authorized Representative

Date: 12-10-24