

Supplier: <u>RICHWORLD HOTEL AND RESORT CORPORATION</u> (MAKATI PALACE HOTEL) Address: #3011 P Burgos Street, Corner Caceres Street, Makati City TIN:	P.O. No.: 2023-04-0357 d Date: April 11, 2023 Mode of Procurement: NP-LOV
---	---

Gentlemen:
Please furnish this Office the following articles subject to the terms and conditions contained herein:


Place of Delivery: Metro Manila	Delivery Term: <u>FOB Destination</u>
Date of Delivery: November 13-17, 2023	Payment Term: <u>15-30 days upon final inspection</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pax	Board and Lodging for 4 days			
2	pax	2025 Annual Regional Budget Talakayan Deliberation cum Regional Management Development Conference			
		Venue: Metro Manila			
		Date: November 13-17, 2023			
		November 13-14, 2023	45		
		November 14-17, 2023	40		
		Check in: November 13, 2023 / 12:00 NN			
		Check out: November 17, 2023 / 12:00 NN			
		Meals arrangements:			
		Break fast : 6:00AM (AM snack : 9:30 AM)			
		Lunch: 12:00 NN (PM snack: 3:30 PM)			
		Dinner: 6:00 PM			
		Provisions:			
		Nov 13 - Lunch, PM snack, Dinner			
		Nov 14-16 - Breakfast, AM snack, Lunch, PM snack, Dinner			
		Nov 17 - Breakfast, AM snack			
		Type of Food Serving:			
		Managed Buffet Breakfast, Lunch and Dinner			
		Plated Snacks			
		Menu Selection: Hotel to submit menu (minimum of at least 2 viands, soup and dessert) one (1) week before the activity.			
		No repeating meal per menu			
		Inclusions:			
		FUNCTION ROOM ARRANGEMENTS			
		Schedule of Use: November 13-17, 2023:			
		7:00 AM - 6:00 PM			
		Room occupancy should follow IATF guidelines and protocols			
		Structurally sound and safe for occupancy with enough fire escapes, fire fighting equipments, CCTV, Elevators and stairs			
		Facilities must be PWD and Senior Citizen Friendly			
		Airconditioned venue with air humidifiers			
		No obstructing pillars in the conference room			
		Session hall is free form noise which is detrimental to the event			
		With registration area			
		Free use of projector with screen, sound system with three (3) microphones, electric outlets, extension cords, 2 white boards with marker and eraser, rostrum with 1 Philippine flagpole and other amenities.			
		Free Wi-Fi access for both quest and function rooms			
		Free use of parking space			
		Venue must have large monitor TV screen for the conference call and other necessary materials/technology for conference call			
		at least one (1) hotel staff available at any given time during the session to assist the secretariat in logistic concerns			
		at least one (1) hotel staff to act as marshall to remind the hotel health protocols			
		Complimentary room for the Regional Director and Secretariat			
		Note:			
		1. the End-user shall inform the Service Provider one to two weeks the exact date prior to the conduct of the activity			
		2. The Secretariat will provide the final list of participants in the first day of the activity			
		3. If the total number of participants exceedsn the guaranteed participants, the agency will be billed for the actual number			
		nothing follows			
		TOTAL APPROVED BUDGET FOR THE CONTRACT:			
		(Php 346,500.00)			
		RFQ No. 2023-03-0424			
		PURPOSE: 2025 Annual Regional Budget Talakayan Deliberation cum Regional Management Development Conference			
		Prepared by: Cathy Victorio			
		TOTAL			346,500.00

(Total Amount in Words) Three Hundred Forty-Six Thousand Five 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: _____ Signature over Printed Name of Supplier _____ Date	Very truly yours,  LEONARDO C. REYNOSO, CESO III Signature over Printed Name of Authorized Official Regional Director
--	---

Fund Cluster : 1 0 Funds Available : 346,500.00  DANILYN T. GALAN Signature over Printed Name of Chief Accountant/Head of Accounting Accountant III - Accounting Section Head	ORS/BURS No. : 02401101-23-05-2214, 2215 Date of the ORS/BURS: 11-15, 2023 Amount : 346,500.00
--	--

NOTICE OF AWARD

Date: 04 APR 2023

ROSEWIN G. MODESTO
Authorized Representative
RICHWORLD HOTEL AND RESORT CORPORATION
(MAKATI PALACE HOTEL)
#3011 P. Burgos Street, Corner Caceres Street, Makati City

Dear Ms. Modesto:

We are pleased to inform you that the RFQ No. 2023-03-0424 for the Board and Lodging for the 2025 Annual Regional Budget Talakayan Deliberation cum Regional Management Development Conference is hereby awarded to you as the Single Calculated Responsive Bid at a Contract Price equivalent to Three Hundred Forty-Six Thousand Five Hundred Pesos Only (Php 346,500.00).

Please signify your conformity by signing below and transmitting a signed copy to us.

Very truly yours,



LEONARDO C. REYNOSO, CESO III
Regional Director
Head of the Procuring Entity

Conforme:

(Signature over Printed Name of Bidder's Authorized Representative)

RICHWORLD HOTEL AND RESORT CORPORATION (MAKATI PALACE HOTEL)

Date: _____