

NOTICE OF AWARD

DATE: c 3 OCT 2023


SHERITZ CACLIONG-RAVELLO
Authorized Representative
CITYSTATE TOWER HOTEL, INC.
4/F Citystate Tower Hotel 1315 A. Mabini St. Brgy. 668 Zone 072 Ermita, Manila

Dear Ms. Cacliong-Ravello,

We are pleased to inform you that the RFQ No. KC-2023-09-0284 for the “**BOARD AND LODGING WITH MEALS FOR THE PROCUREMENT AND FINANCE TECHNICAL SESSION FOR AREA COORDINATING TEAMS (PMNP)**” is hereby awarded to you at as the Bidder with the Lowest Calculated and Responsive Bid at a Contract Price equivalent to **Six Hundred Eighty-Six Thousand Pesos Only (Php686,000.00).**

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

Conformed:


SHERITZ RAVELLO

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

CITYSTATE TOWER HOTEL, INC.

Date: OCT. 9, 2023



Supplier: **CITYSTATE TOWER HOTEL, INC.**
Address: **1315 A. MABINI ST. BRGY. 668 ZONE 072 ERMITA, MANILA**
TIN: **005-340-474**

P.O. No.: **KC-2023-09-0254**
Date: **3-Oct-23**
Mode of Procurement: **Shopping for Non-Consulting Goods**

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

PLACE OF DELIVERY: **METRO MANILA** Delivery Term: **EDB**
Date of Delivery: **OCTOBER 9-13, 2023** Payment Term: **Government Procedure**

Quantity	Unit	Description	Quantity	Unit Cost	Amount
1	pax	Board and Lodging with meals Title of the Activity: Purchase Request for Board and Lodging with meals for the Procurement and Finance Technical Session for Area Coordinating Teams (PMNP). Preferred Venue: Tagaytay City or Metro Manila Date of Activity: October 9-13, 2023 Guaranteed Pax: 65 Date and time of check-in: OCTOBER 9, 2023 at 1:00 PM Date and time of check-out: OCTOBER 13, 2023 at 12:00 Noon Airconditioned Room Double Sharing or Triple Sharing (individual bed per pax) with free toiletries Snacks: AM and PM Snacks (with cold beverage) Breakfast, Lunch, and Dinner: Buffet (Minimum of 3 viands with soup, desserts/fruits and cold drinks (no cola beverages), no repetition of meals) Serving: OCTOBER 9, 2023 : Lunch, PM Snack and Dinner OCTOBER 10, 2023 : Full Meals OCTOBER 11, 2023 : Full Meals OCTOBER 12, 2023 : Full Meals OCTOBER 13, 2023 : Breakfast, AM Snack Menu Selection: Hotel to submit menu with minimum of at least 3 viands, soup, dessert/fruits and cold drinks. Should include vegetables per meal. No repeating meal per menu and with flexibility to participants with food restrictions. Free complimentary room for secretarial Inclusions: 1. One (1) night complimentary room to be used by the organizers. 2. Free use of airconditioned function hall, dedicated projector, and sound system (microphone -3 unit, stereo speakers) that can accommodate 70 pax and free from noise which is detrimental to the event. 3. Inclusion of welcome signage or tarpaulin 4. Airconditioned Conference Room can be use starting 9:00 am of DAY 1 for arriving of participants. 5. No obstructing pillars in the conference room. 6. Availability of electric outlets and free use of extension cords. 7. With audio system and at least 5 microphones. 8. Free use of projector and whiteboards 9. Free use of reliable and uninterruptible wifi connection. 10. Free use of parking space. 11. Free flowing coffee and drinking water. 12. Facilities must be PWD and Senior Citizen Friendly. 13. Must be structurally sound, have fire escapes and firefighting equipments and CCTV. 14. Free tarpaulin/backdrops (1-inside of conference hall) 15. Free use of facilities and amenities (if applicable) NOTE: Hotel/Restaurants/Resorts should not be offering short term lodging associated with motel and should not be situated beside or across gambling establishments shops, night clubs, funeral parlors, mortuaries, and other similar alike. PR# KC-2023-09-0284 Approved Budget for the Contract: Php 726,000.00 PURPOSE: Board and Lodging with meals for the Procurement and Finance Technical Session for Area Coordinating Teams (PMNP) Prepared by: Ma. Katherin Kristal M Ferranco	70	2450.00	686,000.00
TOTAL					686,000.00

(Total Amount in Words) **Six Hundred Eighty-Six Thousand Pesos only** **PHP 686,000.00**

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 items.

Conforme

SHERFZ RAYELLO
Signature over Printed Name of Supplier

Very truly yours

LEONARDO C. REYNOSO, CESO III
Signature over Printed Name of Authorized Official
Regional Director

Date **Oct. 9, 2023**

Fund Cluster: **101**
Funds Available: **686,000.00**

DANIEL A. RIO
Signature over Printed Name of Accounting Section

ORS/BURS No.: **02-1011-2023-0-0129**
Date of the ORS/BURS: **10/10/2023**
Amount: **686,000.00**