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| Supplier : GREAT EASTERN HOTEL INC. Address : 1403 Quezon Ave., Quezon City. TIN : 003-824-904 | P.O. No. : 2023-11-1021 Date : November 24, 2023 Mode of Procurement : NP-LOV |
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Gentlemen:
Please furnish this Office the following articles subject to the terms and conditions contained herein:

| | |
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| Place of Delivery : Metro Manila Date of Delivery : December 5-7, 2023 | Delivery Term : FOB Destination Payment Term : 15-30 days upon final inspection |
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| Stock/ Property No. | Unit | Description | Quantity | Unit Cost | Amount |
|------------------------|------|---|-------------------------------------|------------------|---------------------|
| 1 | pax | <p>Board and Lodging for 2 days and Catering Service for 1 day (2 snacks, 1 meal) Conduct of Employee Appreciation and Year-end Regional Assembly for CY 2023</p> <p>BOARD AND LODGING for 2 days Venue: Metro Manila Date: December 5-7, 2023 Check in: December 5, 2023 / 2:00 PM Check out: December 7, 2023 / 12:00 PM</p> <p>Room sharing: Triple / Quad occupancy per room (individual beds) with free toiletries. Meal schedule Dec. 5: Lunch, PM snack, Dinner Dec. 6: Breakfast, AM snack, Lunch, PM snack, and Dinner Dec. 7: Breakfast, AM snack</p> <p>Type & Time of serving: Buffet Meals & Plated Snacks Breakfast - 6:00 AM AM snack - 10:00 AM Lunch - 12:00 NN PM snack - 3:00 PM Dinner - 6:00 PM</p> <p>Menu Selection: Hotel to submit the menu (at least 3 viands, soup, dessert and beverages) Hala/ No pork Hotel to submit proposed menu one week before the activity No repeating mela per menu Food to be served should have vegetables and fruits.</p> <p>INCLUSIONS: Free use of Airconditioned Conference room (can accommodate at least 450 pax and free from noise which is detrimental to the event) Schedule of use of function room- December 5-7, 2023 - 6:00 PM - 8:00 PM Structurally sound and safe for occupancy with fire escapes, fire fighting equipment, CCTV elevators and stairs. Facilities must be PWD and Senior Citizen friendly</p> <p>***page 1 of 2***</p> <p>TOTAL APPROVED BUDGET FOR THE CONTRACT: (Php 1,470,000.00) RFQ No. 2023-11-1390 PURPOSE: Conduct of Employee Appreciation and Year-end Regional Assembly for CY 2023 Prepared by: Cathy Victorio</p> | 300 275 guaranteed pax | 1,930.00 | 1,158,000.00 |
| | | | | Sub Total | 1,158,000.00 |

(Total Amount in Words) One Million Four Hundred Sixty-Five 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

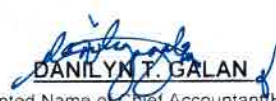
12/1/23

Date

Very truly yours


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

Fund Cluster : 102
Funds Available : 187,200.00


Signature over Printed Name of Chief Accountant/Head of Accounting
Accountant III - Accounting Section Head

ORS/BURS No. : 02-100478 2023 - 11-0718
Date of the ORS/BURS: NOV 29 2023
Amount : 187,200.00

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| Supplier : <u>GREAT EASTERN HOTEL INC.</u> Address : <u>1403 Quezon Ave., Quezon City</u> TIN : 003-824-904 | P.O. No. : 2023-11-1021 Date : November 24, 2023 Mode of Procurement : NP-LOV |
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Gentlemen:
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

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| Place of Delivery : Metro Manila Date of Delivery : December 5-7, 2023 | Delivery Term : <u>FOB Destination</u> Payment Term : <u>15-30 days upon final inspection</u> |
|---|--|


| Stock/ Property No. | Unit | Description | Quantity | Unit Cost | Amount |
|------------------------|------|--|-------------------------------------|-----------|---------------------|
| | | Board and Lodging for 2 days and Catering Service for 1 day (2 snacks, 1 meal) Conduct of Employee Appreciation and Year-end Regional Assembly for CY 2023 Air conditioned venue with air humidifiers No obstructing pillars in the conference room The session hall conference room is free from noise which is detrimental to the event meeting Free use of projector w/ screen, podium, sound system w/ 2 microphones, electric outlets, extension cords, whiteboard and whiteboard marker & eraser and other amenities Free Wi-Fi access for both guest and function rooms Venue must have a large monitor TV screen/Projector for the conference call and other necessary materials/technology for conference call At least one (1) hotel staff attendant available at any given time during the session to assist At least one (1) hotel staff attendant to act as marshal to remind the hotel health protocols 2 free complimentary rooms for the Regional Director and the Secretariat Team Preferably with available hotel mini bus/vehicle Hotel must be DOT Accredited and follows the IATF MPHS Protocols NOTE: if the total number of participants exceeds the guaranteed number of participants, the agency will be billed based on the actual number of pax, but shall not exceed the maximum of participants. Note: End-user shall inform the Service Provider one to two weeks before the activity Approved Budget Cost: Php 1,320,000.00 | | | |
| 2 | pax | CATERING SERVICE with VENUE for 1 day (2 snacks, 1 meal) Venue: Metro Manila Date: December 5 and 7, 2023 Meal schedule Dec. 5: AM snack Dec. 7: Lunch, PM snack Type & Time of serving: Buffet Meals & Plated Snacks AM snack - 10:00 AM Lunch - 12:00 NN PM snack - 3:00 PM Approved Budget Cost: Php 150,000.00 ***page 2 of 2*** TOTAL APPROVED BUDGET FOR THE CONTRACT: (Php 1,470,000.00) RFQ No. 2023-11-1390 PURPOSE: Conduct of Employee Appreciation and Year-end Regional Assembly for CY 2023 Prepared by: Cathy Victorio | 300 275 guaranteed pax | 1,025.00 | 307,500.00 |
| | | TOTAL | | | 1,465,500.00 |

(Total Amount in Words) One Million Four Hundred Sixty-Five 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

Very truly yours,

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

12/16/23
 Date

Fund Cluster : 102
 Funds Available : 187,250.00

DANILYN T. GALAN
 Signature over Printed Name of Chief Accountant/Head of Accounting
 Accountant III - Accounting Section Head

ORS/BURS No. : 02-102478-2023-11-0778
 Date of the ORS/BURS: NOV 29 2023
 Amount : 187,250.00



NOTICE OF AWARD

Date: NOV 23 2023

MERLE B. DACASIN
Authorized Representative
GREAT EASTERN HOTEL INC.
1403 Quezon Ave., Quezon City.

Dear Ms. Dacasin:

We are pleased to inform you that the RFQ No. 2023-11-1390 for the Conduct of Employee Appreciation and Year-end Regional Assembly for CY 2023 is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Bid at a Contract Price equivalent to ONE MILLION FOUR HUNDRED SIXTY-FIVE THOUSAND FIVE HUNDRED PESOS ONLY. (Php 1,465,500.00).

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 *X*

Conforme:



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

GREAT EASTERN HOTEL INC.

Date: 12/1/23

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