



NOTICE OF AWARD

Date: 13 SEP 2024

ALMA B. PEREZ
Authorized Representative
CIUDAD CHRISTHIA RESORT INC.
Brgy Ampid I, San Mateo, Rizal

Dear Ms. Perez:

We are pleased to inform you that the RFQ No. 2024-08-0778 is hereby awarded to you as the Bidder with the Lowest Calculated Responsive Quotation for the Board and lodging for the conduct of 2024 PREW of PPD on September 24-27, 2024 at a Contract Price amounting to Three Hundred Sixty Thousand Pesos Only (Php 360,000.00) inclusive of all applicable taxes.

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:

Alma B. Perez
ALMA B. PEREZ

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

CIUDAD CHRISTHIA RESORT INC.

Date: Sept. 18, 2024



Supplier: <u>CRIDAD CHRISTIA RESORT INC.</u>	P.O. No: <u>2024-09-0670</u>
Address: <u>035 Ambohan Park Mall, Pinar</u>	Date: <u>September 16, 2024</u>
TIN: <u>002-668-401-000</u>	Mode of Procurement: <u>NTCOA</u>

Place of Delivery: Hotel within NCR/CALABARZON
Date of Delivery: September 24-27, 2024

Item No.	Unit	Description	Quantity	Unit Cost	Amount
1	pax	<p>Board and Lodging for 3 days</p> <p>Activity: Performance Review and Evaluation Workshop of the PPD</p> <p>Preferred Venue: Hotel within NCR/CALABARZON</p> <p>Date of Activity: September 24-27, 2024</p> <p>Check In Date and Time: September 24, 2024 - 12:00 pm</p> <p>Check Out Date and Time: September 27, 2024 - 12:00 am</p> <p>Number of pax: 50 maximum</p> <p>Guaranteed number of pax: 40 guaranteed pax</p> <p>NOTE: IF THE TOTAL NUMBER OF THE PARTICIPANTS EXCEEDS THE GUARANTEED PARTICIPANTS, THE AGENCY WILL BE BILLED FOR THE ACTUAL NUMBER BUT NOT MORE THAN THE MAXIMUM NO. OF PARTICIPANTS</p> <p>Functionality of Function Room:</p> <ol style="list-style-type: none"> 1. Available Air-conditioned Function/Conference Room that can accommodate 50 participants from 7am to 6pm with space for workshop and secretariat table 2. Set-up to be finalized to training secretariat 3. With free pads and pencils 4. With Philippine Flag, Podium and Pole 5. Waive electricity charges for use of laptops 6. Soundproof conference room <p>Room Arrangement:</p> <ol style="list-style-type: none"> 1. Guaranteed twin/triple sharing air-conditioned room, 1 bed per participants 2. Open check out time for complimentary room on the last day without additional cost. 3. Amenities includes a. TV and Cabinets b. Toiletries/pax (towels, shampoo, soap, toothbrush, slippers) to be replenished everyday <p>Meals Schedule</p> <p>September 24, 2024: Lunch, PM Snack and Dinner</p> <p>September 25-26, 2024: Breakfast, AM Snack, Lunch, PM Snack Dinner</p> <p>September 27, 2024: Breakfast and AM Snack</p> <p>Type of Serving:</p> <p>Managed Buffet Breakfast (6:00am), Lunch (12:00pm) and Dinner (6:00pm); Plated Snacks-AM Snacks (9:00 am) and PM Snacks (3:00 pm)</p> <p>Menu Selection:</p> <ol style="list-style-type: none"> 1. Hotel to submit the Menu (minimum of at least 2 wands, soup, dessert and beverages) 2. Hotel will submit proposed menu one week before the schedule 3. No repeating menu/meals 4. Menu should be feasible for religion and health concerns. 5. With fruits 6. No cream dairy <p>Inclusions:</p> <ol style="list-style-type: none"> 1. Room occupancy should follow IATF guidelines and protocols 2. Structurally sound and safety for occupancy with enough fire escapes, fire fighting equipments, CCTV, elevators and stairs. 3. Facilities must be PWD and Senior Citizen Friendly 4. Airconditioned venue with air humidifiers 5. No obstructing pillars in the conference room 6. The session hall/conference room is free from noise which is detrimental to the event/meeting 7. With registration area 8. Free use of telephone line, projector w/ screen, speaker podium, sound system w/ 5 microphones, electric outlets, extension cords, whiteboard and whiteboard marker & eraser and other amenities 9. Free Wi-Fi access for both guest and function rooms 10. Free use of parking space 11. Venue must be with provision of alcohol and sanitizers for the participants 12. At least one (1) hotel staff/attendant available at any given time during the session to assist the secretariat in logistical concerns 13. At least one (1) hotel staff/attendant to act as marshal to remind the hotel health protocols 14. Free complimentary room for the Regional Director <p>OTHERS</p> <ul style="list-style-type: none"> *With available emergency first aid kit and vehicle for emergency. *At least 1 operational Elevator available 24/7 *Free welcome streamer *With functional CCTV (24/7) *Adequate security service (24/7) *Not situated beside/near establishment that may touch on cultural sensitivities like mortuaries, morgue and other similar class within 50-100 meters away from the venue *Not offering short-term lodging associated with motels or situated within RED LIGHT DISTRICT within 50-100 meters away from the venue *Hotel has Certificate of Authority to Operate Issued by the Department of Tourism Note: End user shall inform the Service Provider one to two weeks the exact date prior to the conduct of the activity Note: The secretariat will provide the final list of participants in the first day of activity <p>APPROVED BUDGET FOR THE CONTRACT: Three Hundred Seventy Five Thousand Pesos Only (Php 375,000.00) PR No: 2024-08-0778 PURPOSE: Board and lodging for the conduct of 2024 PREW of PPD on September 17-20, 2024</p> <p>Prepared by: Mark Anthony A. Luz</p>	50	2,400.00	360,000.00
				TOTAL	360,000.00

(Total Amount in Words) Three Hundred Sixty Thousand Pesos Only

In case of failure to make the full delivery within the time specified above, a penalty of one tenth (1/10) or one percent for every day of delay shall be imposed on the service provider.

Confirms: *[Signature]* **ALMA B. PEREZ**
Signature over Printed Name of Supplier
Date: Sept. 18, 2024

[Signature] **LEONARDO C. REYNOSO, CESG III**
Signature over Printed Name of Authorized Official
Regional Director

Fund Cluster: 101
Funds Available: ₱360,000.00

[Signature] **REYNOLD WILBERT L. TOROJO**
Signature over Printed Name of Chief Accounting Officer at Submitting
Accountant III - Accounting Section Head

ORS/BURS No.: 02-101101-2024-09-6464/646
Date of the ORS/BURS: SEPT. 17, 2024
Amount: ₱360,000.00