



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

NOTICE OF AWARD

May 31, 2018

MS. EUNICE REYES
Sales Account Manager
The BAYLEAF Intramuros
Manila City

Dear **Ms. Reyes:**

We are pleased to inform you that the project "***Lease of Venue for the Conduct of Forum on Budget Reform Program***" is hereby awarded to your company in the amount of **One Hundred Twenty Thousand Pesos only (Php120,000.00)**.

Based on evaluation of your submitted documents, the DBM Bids and Awards Committee through the Fiscal Planning and Reforms Bureau finds your submission as the lowest calculated and responsive quotation for the said project.

Thank you very much.

Very truly yours,


BENJAMIN E. DIOKNO
Secretary




Eunice Reyes 6/5/18



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO ST., SAN MIGUEL, MANILA

BIDS AND AWARDS COMMITTEE

NOTICE TO PROCEED

May 31, 2018

MS. EUNICE REYES
Sales Account Manager
The Bayleaf Intramuros
Manila City

Dear **Ms. Reyes:**

This is to inform your company that performance of the obligations specified in the attached Contract for the Project, "*Lease of Venue for the Conduct of Forum on Budget Reform Program*" shall commence upon receipt of this Notice to Proceed.

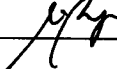
Very truly yours,


BENJAMIN E. DIOKNO
Secretary



I acknowledge receipt and acceptance of this Notice on: June 5, 2018

Name of Consultant and/or Representative: Eunice Reyes

Authorized Signature: 



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

CERTIFICATION

This is to certify that the amount of **One Hundred Twenty Thousand Pesos (P120,000.00)** is available for the Lease of Venue for the Conduct of Forum on Budget Reform Program by DBM on GOP Development Partners.

Issued this **28th day of May 2018** for the purpose of establishing a send bill arrangement with The Bayleaf Intramuros Hotel for the indicated purpose.


ESPERANZA Q. IGNACIO
Chief Accountant

 6/5/18



THE BAYLEAF
INTRAMUROS

June 1, 2018

**SEC. BENJAMIN DIOKNO
DEPARTMENT OF BUDGET AND MANAGEMENT
PUBLIC FINANCIAL MANAGEMENT - PMO**

General Solano St., San Miguel, Manila
T: 657 3300 loc. 1209 / 735 1782
E: acipriano@dbm.gov.ph / pmo@pfm.gov.ph

**RE: Conference (Contract)
June 14, 2018 /120 persons**

Dear Sec. Diokno:

Thank you for choosing us for your event on June 14, 2018.

A. Function Room Package Rate

Php1,000.00net per person (*Inclusive of 10 % service charge and gov't tax*)
Minimum guaranteed no. of Persons: 120

Inclusion:

One (1) AM Snack, One (1) Buffet Lunch with One (1) round of iced tea

In Excess rate per meal:

One (1) AM Snack – Php150.00net per person

One (1) Buffet Lunch with One (1) round of iced tea – Php850.00net per person

B. Function Room Blocking

Date	Time	Event	Venue	Set-up / No. of person gtd.	Status
June 14, 2018	8am to 12nn	Conference	Muralla Ballroom	Round Tables / 120 persons	Definite

In addition to this, we are pleased to provide you with the following concessions for the duration of your event:

- Basic Sound System with 4 Microphones
- One (1) LCD Projector and Screen
- Banquet Set-up and Service
- Papers and Pencils
- Four (4) Hours use of Function Room
- Twelve (12) Complimentary Parking Passes
- Twelve (12) Wi fi Access
- Complimentary Free Flowing Coffee or Tea

C. Estimated Total charges based on contract

Php1,000.00net x 120 Persons = **Php120,000.00net**

Muralla corner Victoria Streets, Intramuros Manila 1002, Philippines
• Tel: +63 2 318-5000 • www.thebayleaf.com.ph



THE BAYLEAF
INTRAMUROS

D. Billing Arrangement

1. CAF (Certificate of Availability of Funds) and LOG (Letter of Guarantee) must be issued based on total estimated banquet charges on or before June 1, 2018.
2. Full settlement must be received 15 days after receipt of SOA (Statement of Account).

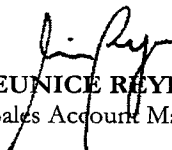
E. Cut-off Dates / Cancellations

1. June 4, 2018
The hotel should receive a copy of this contract duly signed by an authorized representative. Non-receipt by this date, the hotel will automatically release the guest rooms and function room reservations.
2. June 4, 2018
Cancellation made from this date onwards, less than the minimum persons guaranteed, will be subject to full charge based on the estimated charges stated on item C.

Sec. Diokno, we truly hope that these arrangements meet all your requirements and should you require any clarification, please do not hesitate to get in touch with the undersigned at telephone number 318 5000 ext. 78005 / 0917 8795075 or send us a message at e-mail address eunice.reyes@thebayleaf.com.ph.

Once again, thank you and we look forward to the pleasure of welcoming you and your guests to The Bayleaf Intramuros.

Sincerely,


EUNICE REYES
Sales Account Manager

CONFORME:


SEC. BENJAMIN DIOKNO

