



B/C FILE

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
REGION VIII

**NOTICE OF AWARD**

January 31, 2023

**The Manager**  
**MADISON HOTEL**  
Tacloban City

Dear **Sir/Madam**:

This is to notify you that your Bid for the **Lease of Venue with Catering Services for the Conduct of FY 2024 Budget Forum** for the contract Price of **Sixty Seven Thousand Two Hundred Pesos (P67,200.00)** Only is hereby accepted.

Please refer to the attached signed quotation for the details of the specifications. May we remind likewise that processing of payment is subject to compliance with the required documentary requirements provided in the procurement terms and conditions of the Request for Quotation.

For information and guidance.

Very truly yours,

  
**IMELDA C. LACERAS, CESO III**  
Regional Director

Conforme:

  
\_\_\_\_\_  
(Signature over Printed Name)  
**Manager / Authorized Representative**  
**MADISON HOTEL**  
Date of Receipt: 1/31/23

Villa Ruiz, Barangay 77, Marasbaras, Tacloban City  
Telephone Numbers: (053) 888-0531 | [www.dbm.gov.ph](http://www.dbm.gov.ph)

**PURCHASE ORDER**  
**Department of Budget and Management**  
**Regional Office VIII**

Villa Ruiz, Bgy 77, Marasbaras, Tacloban City  
Tel. No. (053) 888-0548, & 832-1628

Supplier : Address : TIN :	<b>MADISON PARK HOTEL</b> Tacloban City	P.O. No. : <u>2023-01-001</u> Date : January 31, 2023 Mode of Procurement : SVP
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Gentlemen:  
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : Date of Delivery :	DBM RO VIII, Marasbaras, Tacloban City See note below.	Delivery Term : Payment Term : LDDAP-ADA
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Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	Lot	<p>Lease of Venue with Catering Services for the Conduct of FY 2024 Budget Forum Date: February 3, 2023 Time: 1:00 PM to 5:00 PM (half-day) No. of Pax: 240</p> <p><b>Requirements:</b> Use of one (1) air-conditioned function hall * Can accommodate at least 240 participants observing minimum health protocols as prescribed by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-MEID)</p> <p>* With the following inclusions: a.) Basic Podium set-up with microphone  b.) Standby Technical and assigned Event Staff during the whole duration of the meeting c.) 2 LCD projector and screen d.) Fast and reliable Wi-Fi access for 240 participants e.) Basic Audio equipment with at least four (4) microphones</p> <p>* Space requirement for the following: - Properly spaced seating - Provision of area/space, tables, and chairs for registration and Secretariat</p> <p><b>PM Snacks:</b> Pasta (Carbonara) with garlic bread and Juice</p> <p><b>Other Requirements:</b> 1. Free flowing coffee 2. Snacks shall be served to the Resource Speakers at the presidential table 3. Left-over snacks shall be allowed for take-out 4. Department of Tourism accredited with Safety Seal Certification 5. Disinfectants and alcohol should be provided in the venue hall 6. Maintenance of restrooms and venue shall be provided during the whole duration of the forum 7. With stand by IT/Audio System Personnel during the forum. 8. Payment – shall be made 7 days after receipt of Billing/Statement of Account, advance payment and security deposit is waived</p>	240	P 280.00	P 67,200.00
<b>TOTAL</b>					P 67,200.00

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.

We reserve the right to return the above items in case of defects and if found not in accordance with the agreed specifications.

Conforme: \_\_\_\_\_  
 (Signature over printed name)  
 Date: 1/31/23

Very Truly yours,  
**IMELDA E. LACERAS, CESO III**  
 Regional Director

Fund Cluster : _____ Funds Available : _____ <b>MARIA RINA P. YGAÑA</b> Accountant	ORS/BURS No. : _____ Date of the ORS/BURS: _____ Amount : _____
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