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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGION VIII

NOTICE OF AWARD

January 23, 2024

The Manager
THE ORIENTAL HOTEL
Tacloban City



Dear **Sir/Madam**:

This is to notify you that your Bid for the **Lease of Venue with Catering Services and provision of LED Wall for the Conduct Budget Forum for FY 2025 Budget Preparation** for the contract Price of **Two Hundred Forty Thousand Pesos (P240,000.00)** 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,

J. Que: Admonante 1/24/24
IMELDA C. LACERAS, CESO III
Regional Director



Conforme:

M. E. Pilo
MIA E. PILO

(Signature over Printed Name)
Manager / Authorized Representative
THE ORIENTAL HOTEL
Date of Receipt: 1/24/24

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 : THE ORIENTAL HOTEL		P.O. No. : <u>2024-01-001</u>			
Address : Palo Leyte		Date : January 24, 2024 ✓			
TIN :		Mode of Procurement : Lease of Venue			
Gentlemen; Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : DBM RO VIII, Marasbaras, Tacloban City		Delivery Term :			
Date of Delivery : See note below.		Payment Term : LDDAP-ADA			
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		<p>Lease of Venue with Catering Services and provision of LED Wall for the Conduct Budget Forum for FY 2025 Budget Preparation</p> <p>Date: January 26, 2023 Time: 8:00 AM to 5:00 PM (whole day) No. of Pax: 250</p> <p>Requirements:</p> <p>Use of one (1) air-conditioned function hall</p> <p>* Can accommodate at least 250 participants observing minimum health protocols as prescribed by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-MEID) despite lifting of national emergency for COVID-19.</p> <p>* With the following inclusions:</p> <p>a.) Basic Podium set-up with microphones (atleast 3 microphones)</p> <p>b.) Standby Technical and assigned Event Staff during the whole duration of the meeting</p> <p>c.) 1 LED Wall with the following specifications:</p> <p>Type: P3 AeroLED Size: 9ft(H) x 12ft(W) With one (1) video processor With one (1) set Cables and Connectors With one (1) set Link Cables for AC and Signal including 4 Main AC Cables With LED Wall risers at least 2ft With one (1) Laptop With HDMI cable atleast 20 ft for speakers presentation With atleast one (1) standby technical personnel for LED Wall concern</p> <p>d.) Fast and reliable Wi-Fi access</p> <p>e.) Basic light and audio equipment</p> <p>* Space requirement for the following:</p> <ul style="list-style-type: none"> - Properly spaced seating - Provision of area/space, tables, and chairs for registration and Secretariat -Provision of tables and chairs for the participants (maximum of 4 pax for rectangular table) 	250	P 960.00	P 240,000.00

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		<p>Meal requirements:</p> <p>AM Snacks</p> <p>1 Pasta (Carbonara)</p> <p>1 round of orange juice (glass)</p> <p>Lunch</p> <p>1 cup of rice</p> <p>1 vegetables</p> <p>2 main course</p> <p>- 1 pork</p> <p>- 1 chicken</p> <p>1 dessert</p> <p>1 round of iced tea (glass)</p> <p>PM Snacks</p> <p>1 Sandwich (Tuna)</p> <p>1 round of orange juice (glass)</p> <p>Note: All meal requirements will follow the menu list of the winning supplier.</p> <p>Other Requirements:</p> <p>1. Free flowing coffee</p> <p>2. Snacks shall be served to the Resource Speakers at the presidential table</p> <p>3. Left-over snacks shall be allowed for take-out</p> <p>4. Department of Tourism accredited with Safety Seal Certification</p> <p>5. Disinfectants and alcohol should be provided in the venue hall</p> <p>6. Maintenance of restrooms and venue shall be provided during the whole duration of the forum</p> <p>7. With stand by IT/Audio System Personnel during the forum.</p> <p>8. Payment – shall be made 7 days after receipt of Billing/Statement of Account, advance payment and security deposit is waived</p>			
TOTAL					P 240,000.00
<p>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.</p>					
<p>We reserve the right to return the above items in case of defects and if found not in accordance with the agreed specifications.</p>					
<p>Conforme:</p>	<p> MIA E. PILO (Signature over printed name) <u>11/24/24</u> Date</p>	<p>Very Truly yours,  IMELDA C. LACERAS, CESO III Regional Director</p>			
<p>Fund Cluster : _____ Funds Available : _____ MA. JOANNA C. LANTAJO Accountant</p>	<p>ORS/BURS No. : <u>02-10101-2024-01-00014</u> Date of the ORS/BURS: <u>11/24/24</u> Amount : <u>₱ 240,000.00</u></p>				