



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

**NOTICE OF AWARD**

September 23, 2022

**HAROLD MEDALLO**  
Events Coordinator  
The Bayleaf Intramuros

Dear Mr. Medallo:

We are pleased to inform you that the project "***Venue for the PH-OGP Regional Meetings/Consultations (Luzon)***" is hereby awarded to your company in the amount of **Two Hundred Sixty-One Thousand (Php261,000.00)**


Based on the 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 most responsive quotation for the said project.

Thank you very much.

Very truly yours,

  
**AMEMAR F. PANGANDAMAN**  
*Secretary*  
*Department of Budget and Management*

CERTIFIED TRUE COPY

  
**RHEA P. GUTIERREZ**  
*Administrative Officer V*



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
General Solano Street, San Miguel Manila

**BIDS AND AWARDS COMMITTEE**

**NOTICE TO PROCEED**

September 23, 2022

**HAROLD MEDALLO**  
Events Coordinator  
The Bayleaf Intramuros

Dear Mr. Medallo:


This is to inform your company that performance of the obligations specified in the attached Contract for the Project, "Venue for the PH-OGP Regional Meetings/Consultations (Luzon)" shall commence upon receipt of this Notice to Proceed.

Very truly yours,


  
**AMENA F. PANGANDAMAN**  
Secretary  
Department of Budget and Management

I acknowledge the receipt and acceptance of this Notice on: 10/05/2022

Name of Consultant and/or Representative; Harold Roy B. Medallo

Authorized Signature: 

CERTIFIED TRUE COPY

  
**RHEA P. GUTIERREZ**  
Administrative Officer V



September 22, 2022

**SECRETARY AMENAH F. PANGANDAMAN**  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
Phone: (+632) 8657-3300 loc. 1204  
Email: [governance@dbm.gov.ph](mailto:governance@dbm.gov.ph)

**RE: Conference (Revised Contract)**  
**October 13 & 14, 2022 / 50 & 100 persons**

Dear Sec. Pangandaman:

Warm Greetings from **The Bayleaf!**

Thank you for considering us for your event on October 13 & 14, 2022.

**A. Room Accommodation (Optional)**

<b>ROOM CATEGORY</b>	<b>ROOM RATE</b> Per room, per night
Deluxe Room – based on Single / Twin Occupancy	<b>Php4,000.00net per room, per night</b>
Extra person – extra bed and breakfast	<b>Php1,700.00net per room, per night</b>

**Inclusions:**

- Above rate is inclusive of 10% service charge and applicable gov't taxes
- Standard check in time is 2:00pm
- Standard check out time is 12:00noon
- Request for early check in / late check-out is subject to availability on the day of the arrival
- Rate is applicable only for the above-mentioned dates.
- Room amenities include:
  - Daily Breakfast
  - Bottled mineral water
  - Coffee & tea making facilities
  - Safety deposit box in the room
  - One (1) Wi-Fi access per room
- **No room reservations yet. Guest rooms will be subject to availability.**

**Note:** Please be informed that The Bayleaf Intramuros has been approved to be a Multiple Use Hotel. Kindly note, however, our capability to accommodate room & function room reservations still depends on the government guidelines.

Muralla corner Victoria Streets, Intramuros Manila 1002, Philippines  
• Tel: +63 2 5318 5000 • [tbi-inquiry@thebayleaf.com.ph](mailto:tbi-inquiry@thebayleaf.com.ph) • [www.thebayleaf.com.ph](http://www.thebayleaf.com.ph)

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AMENAH P. GUTIERREZ  
Administrative Officer V



**B. Package Rate**

**October 13, 2022**

**Rate: Php1,500.00 per person** (Rate is inclusive of 10% service charge and applicable gov't taxes)

Minimum number of guaranteed persons: 50

Inclusions:

One (1) AM Snacks

One (1) Buffet Lunch with One (1) Round of Iced Tea

**October 14, 2022**

**Rate: Php1,600.00 per person** (Rate is inclusive of 10% service charge and applicable gov't taxes)

Minimum number of guaranteed persons: 100

Inclusions:

One (1) AM Snacks

One (1) Buffet Lunch with One (1) Round of Iced Tea

One (1) PM Snacks

**A. Function Room Blocking**

Date	Time	Venue	Event	No. of Pax / Set up	Status
October 13, 2022	TBA	Muralla 1	Conference	50 persons / Classroom Set Up	Definite
October 14, 2022	TBA	Muralla Ballroom	Conference	100 persons / Classroom Set Up	Definite

**NOTE:**

- All guests must wear facemask and observe social distancing inside the hotel's premises all the time. Events are subject to government protocol during the pandemic.
- **Under alert level 1 & 2**, please be advised that **only fully vaccinated** guests (except for minors) are allowed in indoor function room following the IATF guidelines. Kids are allowed, unless otherwise amended by the government. Please present your vaccination card upon entry.
- No loitering in guest room floor.

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

- LCD Projector and Screen
- Basic sound system with Two (2) Microphones
- Banquet set-up and service
- Papers and pencils
- Whiteboard with markers, and erasers
- Five (5) Complimentary Parking passes (Parking Space on a first come, first served basis)
- Complimentary Hotel Common Wi-Fi Access
- Complimentary Free Flowing Coffee and Tea Amenities

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*Feb 10/24/22*  
**RHEA P. GUTIERREZ**  
 Administrative Officer V



### C. Estimated Total Charges

Day 1: Php1,500.00net x 50 pax =	Php75,000.00net
Day 2: Php1,600.00net x 100 pax =	Php160,000.00net
Room Accommodation =	Php16,000.00net
F&B Charges/Incidental Charges =	Php10,000.00net
<b>TOTAL:</b>	<b>Php261,000.00net</b>

### D. Cut-off Dates / Cancellations

1. September 23, 2022 (*Revised*) 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 function room reservations.
2. September 22, 2022 Cancellation made from this date onwards, less than the minimum persons guaranteed, will be subject to full charge.

### E. Billing Arrangement

1. LOG (Letter of Guarantee) must be issued based on total estimated banquet charges on or before October 5, 2022.
2. Full settlement must be received 30 days after receipt of SOA (Statement of Account).
3. All other incidental charges to be paid in full charge to company account

Sec. Pangandaman, 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 mobile number 0917 879 5081 or send us a message at e-mail address [harold.medallo@thebayleaf.com.ph](mailto:harold.medallo@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,

CONFORME:

  
**HAROLD MEDALLO**  
Events Coordinator

  
**SECRETARY AMENAH F. PANGANDAMAN**

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