



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

NOTICE OF AWARD

February 23, 2023

MS. KATHERINE LORO

Director of Sales and Marketing

Hotel Casiana, Gen. Emilio Aguinaldo Highway,
Kaybagal South, Tagaytay City, Cavite

Dear **Ms. Loro:**

We are pleased to inform you that the project "Lease of Venue for the Human Resource Workshop on the Roadmap of DBM Workforce and Succession Planning Program and PRIME HRM" is hereby awarded to your company in the amount of **One Hundred Ninety-Two Thousand Four Hundred Seventy-Two Pesos only (Php 192,472.00)**.

Based on the evaluation of your submitted documents, the DBM Bids and Awards Committee, through the Administrative Service-Human Resource Development Division, finds your submission as the lowest calculated and most responsive quotation for the said project.

Thank you very much.

Very truly yours,


RAMON VICENTE B. ASUNCION

Director IV

Administrative Service

Department of Budget and Management



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

NOTICE TO PROCEED

February 23, 2023

MS. KATHERINE LORO

Director of Sales and Marketing
Hotel Casiana, Gen. Emilio Aguinaldo Highway,
Kaybagal South, Tagaytay City, Cavite

Dear **Ms. Loro:**

This is to inform your company that performance of the obligations specified in the attached Contract for the Project, "Lease of Venue for the Human Resource Workshop on the Roadmap of DBM Workforce and Succession Planning Program and PRIME HRM" shall commence upon receipt of this Notice to Proceed.


Very truly yours,


RAMON VICENTE B. ASUNCION

Director IV
Administrative Service
Department of Budget and Management

I acknowledge receipt and acceptance of this Notice on: 03/01/2023

Name of Consultant and/or Representative: Mimi Dib

Authorized Signature: 



February 27, 2023

AS-Human Resource Development Division
 Human Resource Development Division
 Department of Budget and Management

Dear Sir/Madame,

Warm Greetings!

We are delighted that you are considering HOTEL CASIANA as one of your potential venue for your upcoming meeting/event this coming **March 1-3, 2023** for **24 pax**.

Kindly find the **"Special Package"** below for your reference and approval:

ROOM ACCOMMODATION, VENUE AND MEAL

TOTAL: PHP 192,472.00

- Above rates are inclusive of applicable taxes and service charge.
- The rates are subject to change without prior notice.

INCLUSIONS:

- ✓ Room Accommodations:

ROOM REQUIREMENTS	No. Of Rms	Rm. Nights	No. Of Pax	Rate/Room/Night
DELUXE KING W/ BALCONY 40 SQ.M	2	2	2	Php 4000
DELUXE TWIN W/ BALCONY 40 SQ.M	2	2	4	Php 4000
DELUXE TRIPLE W/ BALCONY 40 SQ.M	4	2	12	Php 4500
DELUXE FAMILY QUAD W/ BALCONY 40 SQ.M	1	2	4	Php 5500

Total Rooms: Php 82,000.00

- ✓ Meals for 24 pax

	Buffet Breakfast	AM Snacks	Buffet Lunch	PM Snacks	Buffet Dinner	Rate/Pax
Day 1		✓	✓	✓	✓	Php 1,076.00
Day 2	✓	✓	✓	✓	✓	Php 1,376.00
Day 3	✓	✓	✓	✓		Php 1,026.00

Total Meals: Php 83,472.00

- ✓ Free flowing coffee with candies
- ✓ Exclusive use of venue (Php 30,000)

- ✓ Function/Event type of set up: Classroom Setup with social distancing
- ✓ Sanitation kit for every room
- ✓ Integrated Audio-visual system with surround speakers, 2 high quality microphones, 2 conference microphones and 2 lapel microphones
- ✓ Widescreen with high-definition projector
- ✓ Secretariat table
- ✓ White board with markers and erasers
- ✓ Notepad and pencil
- ✓ In room coffee and tea set up
- ✓ All rooms with balcony
- ✓ Steady Wi-Fi connection inside function room, rooms and common areas
- ✓ Use of heated swimming pool based on IATF rulings
- ✓ Use of fitness center
- ✓ Secured parking space

TERMS AND CONDITIONS

1. **GUARANTEED GUESTS:** The number of guests agreed upon and the payment thereof is guaranteed. Should the guests exceed the guaranteed number, the exceeding guests shall be required to pay the amount equivalent to the price of each guest in the original agreement.
2. **FOR SEND BILL ARRANGEMENT: SEND BILL ACCOUNTS –** Payment must be settled fifteen (15) to thirty (30) days from the date of receipt of the 'Statement of account issued by the Hotel. A surcharge of 1% per week shall be imposed to all overdue accounts. By way of Confirmation, Letter of Authority (LOA) or Certificate of Availability of Funds (CAF) together with signed confirmation must be submitted at the very least of fifteen (15) days before the event.

The payment shall be made to the Hotel either directly to its representative or through its bank account, with the following details:

Bank:	LAND BANK OF THE PHILIPPINES
Account Name:	HOTEL CASIANA OPC
Account Number:	001502-1091-77
Branch:	Tagaytay City

Payments made through the aforesaid bank shall be subject to the confirmation and/or checking by the Hotel. In case the deposit has not been paid within the time prescribed, the confirmation of the booking is considered cancelled.

3. **MISCELLANEOUS:** During the event, the Hotel shall be free from liability, damage and/or harm caused by the guests, and the same shall be the sole responsibility of the client.

We hope that that you will give due consideration to the "Special Package" herein offered. Kindly affix your signature below and return the signed agreement.

If there are queries and concerns, please don't hesitate to contact the undersigned or you can return this email with your concerns.


Please be assured that we will do our best to give you a Great Accommodation and Experience here in **HOTEL CASIANA**.

We are looking forward to serve and hear from you soon.

Best Regards,


Katherine Loro
Director of Sales and Marketing

CONFORME:


Ramon Vicente B. Asuncion
Director IV, Administrative Service
AS-Human Resource Development Division
Human Resource Development Division
Department of Budget and Management