



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT

NOTICE OF AWARD

MS. ANNE MAGLALANG-SUMODOBILA

Sales Manager
The Bayleaf Intramuros
Muralla corner Victoria Streets,
Intramuros, Manila

Dear **Ms. Maglalang-Sumodobila**:

Assalamua'alaykum Warahmatullahi Wabarakatuh!

We are pleased to inform you that the project, "**Conduct of Planning Sessions for the Recognized Resource Persons on the NGICS and RPGIAM,**" is hereby awarded to your company in the amount of **Two Hundred Thirty-One Thousand Six Hundred Pesos only (Php 231,600.00)**.

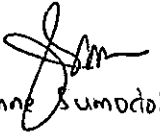
Based on the evaluation of your submitted documents, the DBM Bids and Awards Committee, through the Systems and Productivity Improvement Bureau, finds your submission as the lowest calculated and most responsive quotation for the project.

Thank you and best regards.

Very truly yours,

Digitally signed by
Pangandaman
Amenah Flaminiano

AMENAH F. PANGANDAMAN
Secretary

Received by: 
Anne Sumodobila
02-22-24



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT

NOTICE TO PROCEED

MS. ANNE MAGLALANG-SUMODOBILA

Sales Manager
The Bayleaf Intramuros
Muralla corner Victoria Streets
Intramuros, Manila

Dear **Ms. Maglalang-Sumodobila**:

Assalamua'alaykum Warahmatullahi Wabarakatuh!

This is to inform your company that performance of the obligations specified in the attached Contract for the project, "*Conduct of Planning Sessions for the Recognized Resource Persons on the NGICS and the RPGIAM*," shall commence upon receipt of this Notice to Proceed.

Thank you and best regards.

Very truly yours,

Digitally signed by
Pangandaman
Amenah Flaminiano

AMENAH F. PANGANDAMAN
Secretary

I acknowledge the receipt and acceptance of this Notice on: February 22, 2024

Name: Anne maglalang - Sumodobila

Authorized Signature:



THE BAYLEAF
INTRAMUROS

February 6, 2024

MS. AMENAH F. PANGANDAMAN
Secretary
DEPARTMENT OF BUDGET AND MANAGEMENT

Subject: Contract for Conference
February 27 - 28, 2024
50 persons

Dear Ms. Pangandaman:

Thank you for choosing us for your event on February 27 – 28, 2024

A. Room Accommodation (Optional)

ROOM CATEGORY	ROOM RATE Per room, per night
Deluxe Room – based on Single / Twin Occupancy	Php 4,400.00net per room, per night
Premier Room – based on Single / Twin Occupancy	Php 6,400.00net per room, per night
Third person – Extra bed & breakfast	Php 1,900.00net per room, per night

Inclusions:

- Above rate is inclusive of 10% service charge and applicable government 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
- Room Rate is valid for acceptance until February 9, 2024, and is subject to change after the stipulated date.
- Room amenities include:
 - Daily Breakfast
 - Bottled mineral water
 - Coffee & tea making facilities
 - Safety deposit box in the room
 - One (1) Wifi access per room

B. Room Requirements

One (1) Deluxe Twin Room – based on twin occupancy
Arrival date: February 26, 2024
Departure date: February 28, 2024
Room rate: Php 4,400.00net net per room, per night

Muralla corner Victoria Streets, Intramuros Manila 1002, Philippines

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One (1) Executive Suite – based on twin occupancy
Arrival date: February 26, 2024
Departure date: February 28, 2024
Room rate: Php 6,400.00net net per room, per night

C. Banquet Package Rate

Rate: Php1,750.00net, per person (Rate is inclusive of 10% service charge and applicable government taxes)
Minimum guaranteed number of persons: 50 persons

Inclusions:

- One (1) AM Snack
- One (1) Buffet Lunch with One (1) Round of Iced Tea
- One (1) PM Snack

D. Function Room Blocking

Date	Time	Event	Venue	No. of person Gtd.	Status
February 27, 2024	8:00am to 5:00pm	Conference	Basil 1&2	50 pax / Round Tables	Confirmed
February 28, 2024	8:00am to 5:00pm	Conference	Basil 1&2	70 pax / Round Tables	Confirmed

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

- Exclusive Use of the Function Room
- LCD Projector and Screen
- Basic sound system with Two (2) Microphones
- Papers and pencils
- Flipcharts
- Whiteboard with markers and erasers
- Five (5) Complimentary Hotel Common Wi-Fi Access (In excess is Php150.00net per device)
- Five (5) Complimentary Parking passes (Parking Space on first come, first served basis. In excess, Php100.00net, flat rate)
- Complimentary Free Flowing Coffee and Tea

E. Revision/Amendment

The hotel will provide an allowance for spillovers equivalent to 10% of the guaranteed minimum per meal period.

Increases over and above the additional 10% allowance made 24 hours prior and on the day itself will result in a surcharge of 10% of the meal rate. In addition, menu will be at Chef's discretion.

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All charges will be based upon the final minimum guaranteed guest count or the actual number of guests on the day of the event, whichever is higher.

I. Estimated Total Charges

Banquet:

Day 1: Php 1,750.00net per person x 50 persons = Php 87,500.00net

Day 2: Php 1,750.00net per person x 70 persons = Php 122,500.00net

Php 210,000.00net

Room Accommodation:

One (1) Deluxe Twin Room x Php 4,400.00net x 2 nights = Php 8,800.00net

One (1) Premier Room x Php 6,400.00net x 2 nights = Php 12,800.00net

Php 21,600.00net

Total Charges for Rooms and Banquet: Php 231,600.00net

J. Cut-off Dates / Cancellations

1. February 12, 2024

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 blockings.

2. February 12, 2024

Cancellation made from this date onwards, no shows, less than the minimum persons guaranteed, will be subject to full charge for the entire duration of the event.

F. Billing Arrangement

1. Signed Contract and LOG (Letter of Guarantee) must be issued based on total estimated banquet charges 30 days prior to the event date.

2. Full settlement must be received 15 days after the receipt of the SOA (Statement of Account)

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THE BAYLEAF
HOTELS & RESORTS

Ms. Pangandaman, we truly hope that these arrangements meet all your requirements and should you have other requirements or further queries, please do not hesitate to get in touch with the undersigned at the mobile number +63 917 824 7099 or send us a message at e-mail address anne.maglalang@thebayleaf.com.ph

Kindly send us back the signed conforme on or before February 12, 2024.

Once again, thank you for this opportunity to do business with you and we look forward to the pleasure of welcoming your guests to The Bayleaf Intramuros.

Sincerely,

CONFORME:

ANNE MAGLALANG - SUMODOBILA
Sales Manager

Digitally signed by
Pangandaman
Amenah Flaminiano

MS. AMENAH F. PANGANDAMAN
Secretary

Received by:

Anne Sumodobila

02/02/24

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