



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

NOTICE OF AWARD

13 0 SEP 2024

Ms. EAPRIL JOY B. MENDOZA
Sales & Marketing Officer
Mansion Garden Hotel

Dear **Ms. Mendoza**:


We are pleased to inform you that the project, "*Lease of Venue for the Conduct of DBM Internal Quality Audit (IQA) Learning and Development (L&D) for the 2nd Semester,*" is hereby awarded to your company in the amount of **Three hundred sixty-three thousand two hundred seventy-seven pesos only (Php 363,277.00)**.

Based on the evaluation of your submitted documents, the DBM Bids and Awards Committee, through the Corporate Planning and Management Service (CPMS), finds your submission as the lowest calculated and most responsive quotation for the said project.

Thank you and best regards.

Very truly yours,


ROWEL D. ESCALANTE
Director IV, CPMS


EAPRIL JOY B. MENDOZA
SALES & MARKETING OFFICER
SEPTEMBER 30, 2024



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

BIDS AND AWARDS COMMITTEE

NOTICE TO PROCEED

30 SEP 2024

Ms. EAPRIL JOY B. MENDOZA

Sales & Marketing Officer
Mansion Garden Hotel
Dewey Ave. cor. Bonifacio St.
Subic Bay, Freeport Zone 2222

Dear **Ms. Mendoza**:

This is to inform your company that performance of the obligations specified in the attached Contract for the Project, "*Lease of Venue for the Conduct of DBM Internal Quality Audit (IQA) Learning & Development (L&D) for the 2nd Semester*," shall commence upon receipt of this Notice to Proceed.

Thank you and best regards.

Very truly yours,

[Redacted Signature]

ROWEL D. ESCALANTE

*Director IV
Corporate Planning and Management Service*

I acknowledge the receipt and acceptance of this Notice on: September 30, 2024

Name of Consultant and/or Representative: EAPRIL JOY B. MENDOZA

Authorized Signature: [Redacted Signature]



FREEPORT MANSION LEISURE CORPORATION

*Dewey Avenue corner Bonifacio St.
Subic Bay Freeport Zone, 2222
mansiongardenhotel@yahoo.com.ph
Tel Nos. (047) 250 3132 to 33*

Warm Greetings from Mansion Garden Hotel!

The Hotel is pleased to submit this **CONTRACT OF AGREEMENT** made and executed this **September 30, 2024** at Subic Bay Freeport Zone by and between

DEPARTMENT OF BUDGET AND MANAGEMENT represented by **ROWEL D. ESCALANTE** his capacity as **DIRECTOR - CORPORATE PLANNING AND MANAGEMENT SERVICE** with office address at Boncodin Hall, General Solano St., San Miguel, Manila.

and

FREEPORT MANSION LEISURE CORPORATION (Freeport Mansion Garden Hotel) a private entity organized in accordance with the laws of the Philippines with office address at Dewey Avenue Corner Bonifacio St. Subic Bay Freeport Zone, represented by **SHEANELLE F. CALAYAG**, Operations Manager.

WITNESSETH

WHEREAS, the **FREEPORT MANSION LEISURE CORPORATION** was chosen by the **DEPARTMENT OF BUDGET AND MANAGEMENT** as the appropriate venue for their Seminar;

WHEREAS, the **FREEPORT MANSION LEISURE CORPORATION** shall provide Function Room, Room Accommodation and Meals to the guest of **DEPARTMENT OF BUDGET AND MANAGEMENT**;

WHEREAS, this **CONTRACT OF AGREEMENT** applies to the following block of room and/or function room guarantee or representation by **DEPARTMENT OF BUDGET AND MANAGEMENT**; However, the room and/or function venue may be changed by the hotel at the last minute in case of any major operational problem. In case of any damage to the property of **FREEPORT MANSION LEISURE CORPORATION** the party will bear the cost as fixed by the **FREEPORT MANSION LEISURE CORPORATION** Management and will be settled by **DEPARTMENT OF BUDGET AND MANAGEMENT** before the closing of the function.

Details:

Event: Conference
Function Date: October 2-4, 2024
Time: 8:00AM-5:00PM
Venue: **Mirabelle Left (2nd Floor)**
Total number of guaranteed pax: 41 Pax (In excess of 41 pax; Additional: Php
Php 8,799.921/head for the meals)

[Redacted Signature]
EAPRIL APRILO
SALES MANAGER

[Redacted Signature]
SHEANELLE F. CALAYAG
OPERATIONS MANAGER

[Redacted Signature]
CLIENT'S SIGNATURE



FREEMPORT MANSION LEISURE CORPORATION

Dewey Avenue corner Bonifacio St.
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mansiongardenhotel@yahoo.com.ph
Tel Nos. (047) 250 3132 to 33

Package Rate:

Type	From	To	Rate	No. of Pax	Amount In PHP
Function Room and Meals	October 2	October 4	Php 1,815.20/head/day	41	223,270.00
Room Accommodation	October 2	October 4	Php 1,138.27/head/day	41	140,007.00
**With advance party on October 1, 2024					
TOTAL PACKAGE					PHP 363,277.00 NET

Room Inclusions:

- (10) Quadruple Sharing, (2) Single Sharing and (1) Twin Sharing **BED SHARING**
Check in Date: October 2, 2024 | Check out Date: October 4, 2024 (2 Nights)
(1) Quadruple Sharing
Check in Date: October 1, 2024 | Check out Date: October 2, 2024 (Overnight)
- 40"/30" LED TV with Signal HD Cable
- Modern Bathroom with rain head shower
- Mini refrigerator
- Coffee and Tea kettle
- Free use of swimming pool
- 24 hrs Free Wi-Fi Internet Access
- Ample and well lit parking lot
- ROOMS & BALCONY ARE STRICTLY NO-SMOKING**

Function Room Inclusions:

- Use of Function Room for 8 Hours
- Complimentary Free Flowing Coffee during Meeting Proper
- Complimentary use of LCD Projector with Wide Screen
- Basic Sound System and (2) Microphones
- Table Setup
- Free Wi-Fi Internet Access
- White Board
- Pads and Pencils
- Digital Signage
- FUNCTION ROOM IS STRICTLY NO-SMOKING**
- Meals 41 pax**

October 2 - Plated AM Snacks, Managed Buffet Lunch, Plated PM Snacks and Managed Buffet Dinner

October 3 - Breakfast, Plated AM Snacks, Managed Buffet Lunch, Plated PM Snacks and Managed Buffet Dinner with Socials

October 4 - Breakfast, Plated AM Snacks, Managed Buffet Lunch



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- ✓ Foods brought outside during the seminar are all subject to corkage fee.
- ✓ Decorations are not provided by the Hotel
- ✓

TERMS & CONDITIONS

I. RESERVATION PROCEDURE

- For purposes of tracking, we would appreciate it if all reservations are coursed through phone call and email to the Hotel's reservation personnel/Sales and Marketing Officer 3 days prior the event.
- To facilitate pre-registration, the Client may request the Hotel to provide him with blank Registration Forms which may be forwarded thru email to the latter's authorized person.
- Should you decide to bring in any equipment that will consume electricity, an energy fee of 500 or above per day shall be charged.

For Confirmed Reservation:

- Send a copy of Notice Award, Notice to Proceed, Signed Purchase Order and Certificate of Availability of Funds.
- **SEND BILL ARRANGEMENT: Payment Terms: 15 working days.**
- Cash, Credit Card and Check payment are acceptable except personal checks. All check payments must be payable to our BDO account three days prior to the event:

Account name: Freeport Mansion Leisure Corp.

LAND BANK ACCOUNT

Account no: 1571-0762-72

- The Engager should email or fax a copy of deposit slip as a proof of payment and the Hotel will also send a provisional receipt. Original deposit slip should also be present during the day of the event in exchange of the original Official Receipt.
- *Bills and other expenses incurred during the function which are not part of the package shall be charged to the individual guest on his / her personal account and must be paid upon consumption or upon check-out. Unless otherwise the same has been acknowledged and signed by the designated official signatory, said charges shall be included in the CLIENT master folio for inclusion in the billing statement.*

APRIL JOY R. SALADO/
SALES & MARKETING OFFICER

SHEAN LIE F. CHAI-ANG
OPERATIONS MANAGER

CLIENT'S SIGNATURE



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III. NO SHOW/CANCELLATION POLICY

- For any no show, all deposits by the Client shall be forfeited in favor of the Hotel and the full contracted package should be settled by the client.
- For any cancellation made within:
 - ☐ 7 days prior to the event, 50% of the Total Package should be settled.
 - ☐ 5 days prior to the event, 75% of the Total Package should be settled.
 - ☐ 3 days prior to the event, 100% of the Total Package should be settled

IV. AUTHORIZED SIGNATORY

The below name/s will be the only official signatory for all transactions.

DEPARTMENT OF BUDGET AND MANAGEMENT

1. ROWEL D. ESCALANTE

FREPORT MANSION LEISURE CORPORATION

3. SHEANELLE F. CALAYAG

Orders and other instructions shall be approved by the above authorized person/s. Only the sent specimen signature shall be acknowledged by the Hotel.

This contract shall take effect upon signing thereof by the parties

WHEREAS, non-compliance of any of the parties shall render this Agreement null and Void.

IN WITNESS WHEREOF, the parties have hereunto signed this September 30, 2024 at Subic Bay Freeport Zone, Olongapo City, Philippines.

DEPARTMENT OF BUDGET AND MANAGEMENT

AND

FREPORT MANSION LEISURE CORPORATION

ROWEL D. ESCALANTE
DIRECTOR

SHEANELLE F. CALAYAG
OPERATIONS MANAGER

SIGNED IN THE PRESENCE OF:

APRIL JOY B. MENDOZA
SALES AND MARKETING OFFICER

APRIL JOY B. MENDOZA
SALES & MARKETING OFFICER

SHEANELLE F. CALAYAG
OPERATIONS MANAGER

CLIENT'S SIGNATURE