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

BIDS AND AWARDS COMMITTEE

NOTICE TO PROCEED

February 6, 2019

LUCKEE RAMONES
Sales Admin Assistant
Century Park Hotel

Dear **Mr. Ramones:**

This is to inform your company that performance of the obligations specified in the attached Contract for the Project, "*Lease of Venue for the "Public Financial Management (PFM) conduct of forum/workshop on Internal Auditing and Internal Control under the Budget Reform Program"*" shall commence upon receipt of this Notice to Proceed.

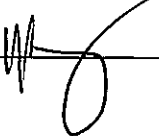
Very truly yours,

BENJAMIN E. DIOKNO
Secretary



I acknowledge receipt and acceptance of this Notice on: February 7, 2019

Name of Consultant and/or Representative: Luckee Ramones

Authorized Signature: 



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

NOTICE OF AWARD

February 6, 2019

LUCKEE RAMONES
Sales Admin Assistant
Century Park Hotel

Dear **Mr. Ramones:**

We are pleased to inform you that the project "*Lease of Venue for the "Public Financial Management (PFM) conduct of forum/workshop on Internal Auditing and Internal Control under the Budget Reform Program"*" is hereby awarded to your company in the amount of **Ninety Thousand Pesos only (P90,000.00)**.

Based on 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 responsive quotation for the said project.


Thank you very much.

Very truly yours,

☺ ☺ ☺

BENJAMIN E. DIOKNO
Secretary



February 7, 2019
Luckee C. Ramones




Century Park Hotel

BANQUET CONTRACT

Account:	Department of Budget and Management (DBM)	Booking Name:	Department of Budget and Management (DBM)
Contact:	Secretary Benjamin E. Diokno	Lobby Posting:	To be advised
Address:	General Solano Street, San Miguel, Manila	Function Handled by:	Luckee Ramones

Date: Thursday, February 7, 2019

<u>Event</u>	<u>Time</u>	<u>Guaranteed</u>	<u>Expected</u>
Whole Day Meeting	8:00AM-5:00PM	60 persons	66 persons
<u>Venue</u>	<u>Set-up</u>	<u>Room-Rental-Fee</u>	
Century Tsukiji	To be advised	Complimentary	

Package

AM Snack with coffee or tea
 Customized Managed Buffet Lunch with coffee or tea
 PM Snack with coffee or tea

Net Price Per Person

Php 1,500.00 net per person

INCLUSIONS:

- Complimentary use of venue for a minimum guaranteed persons
- Complimentary use of Projector Screen
- Registration Table
- Complimentary use of White Board / Flipcharts with Markers
- Telephone unit with outside line for local calls
- PA Systems / Tape Deck / CD Player
- Podium / Rostrum with Microphone
- Mint Candies at the start of the plenary
- Pads and Pens
- Free Flowing Coffee or Tea

BEVERAGE ARRANGEMENT:

Hosted 1 Round of Iced Tea.
 All additional orders shall be individually charged, cash and carry basis.

BILLING INSTRUCTIONS:

ACCTG:

TOTAL BILL: Php90,000.00 net
 Full Payment amounting to Php90,000.00 net to be settled through Send Bill Arrangement.
 All incidentals and excess charges to be settled immediately after the event in cash or credit card only.

Century Park Hotel:

Director of Sales: MS. NELLWYN LEUNG

Date: February 7, 2019

C C E

PATRON: SEC. BENJAMIN E. DIOKNO

(Signature over printed name)

Date:





Century Park Hotel

CONTRACT PROVISIONS:

The PATRON confirms to pay for the **minimum guaranteed number of 60 persons on February 7, 2019 (please refer to previous page) :**

1. The HOTEL shall charge the PATRON for the guaranteed number OR actual number of persons whichever is higher. The HOTEL will set-up facilities for 10% (maximum of 30 persons) in excess of the guaranteed number of persons.
2. No reduction in the number of guaranteed covers shall be allowed by the HOTEL after signing the contract. Any increase in the number of guaranteed covers should be made not later than 48 hours.
3. All food and beverage items shall be exclusively purchased from the CENTURY PARK HOTEL. PATRON is not permitted to bring in food and beverage items in the hotel unless there is an agreement to the contrary.
4. Unless otherwise agreed, a 50% downpayment based on the minimum guaranteed number of guests shall be required from the PATRON upon confirmation. Full payment shall be made 3 weeks before the function and excess charges immediately after the function.
5. Payments shall be made in cash or acceptable credit cards
6. For send bill arrangement, payment to be given within 30 days upon receipt of statement of account. In case of default payment within the provided period, an interest of 1.5% per month shall be applied.
7. For cancellations, the PATRON shall pay 100% of the expected banquet revenue.
8. Food, beverage and incidental bills which are left unsigned by the PATRON after the function shall be forwarded for billing.
9. Any loss, damage or injury that the HOTEL and/or the HOTEL GUESTS may suffer, attributable to acts or omissions of the PATRON and /or his guests during the contracted function, shall give rise to the latter's liabilities which the HOTEL/HOTEL GUESTS may recover under existing laws.
10. **GIGGLE PHOTOBOOTH** is the exclusive photo booth provider of the HOTEL. Other photo booth supplier will not be allowed.
11. The HOTEL will not be responsible for any damage or loss of merchandise left in the HOTEL prior, during or after the function/s.
12. The PATRON ensures that nothing shall be attached to the floors, walls, ceilings or columns of the HOTEL premises by nails, screws, pins, tapes or other means; otherwise, any damage caused shall be chargeable to the PATRON.
13. No flammable or explosive materials shall be allowed for display or use in any part of the HOTEL premises or banquet facilities. Balloons to be brought in should have non-toxic, non-flammable, inert gas and PATRON should furnish the HOTEL an original copy of safety certification from a reputable industrial company.
14. The HOTEL reserves the right to substitute similar or comparable accommodations/menu for the function in case of fortuitous events/causes beyond its control, and substitution shall be accepted by the PATRON as full compliance/performance under this Agreement.
15. The HOTEL reserves the right to change the rate without prior notice. The quoted rates of government tax are the rates presently applicable. They are subject to adjustment based on subsequent enactment of laws, rules, regulations and arrangements.
16. Any/all city or national permits/licenses before holding of the function covered by this Agreement shall be full responsibility of the PATRON.
17. The courts of the City of Manila shall have exclusive jurisdiction over any dispute or claim which may arise between the parties under this contract.
18. In case of any food item/s or food cart/s allowed to be brought in by the HOTEL upon request of the PATRON, the latter shall hold the HOTEL free and harmless from any illness/inconvenience that invitees of the PATRON may suffer attributable to such food item/s or food cart/s.
19. In case of any animals allowed to be brought in by the HOTEL upon request of the PATRON, the latter shall hold the HOTEL free and harmless from any claim/injury that invitees of the PATRON may suffer attributable to such animal/s. Any damage injury to the HOTEL and/or its EMPLOYEES attributable to such animal/s shall be chargeable to the patron.
20. The HOTEL will not be held liable for failure to execute obligations specified herein directly or indirectly occasioned by or through or in consequence of war, change of statutes of the Philippine Government, strikes, riots, and other civil disturbances, typhoons, floods, natural calamities and other acts of God, fire or such other conditions and events beyond the control of the HOTEL. In the event of non-performance due to the above reasons, the HOTEL shall offer available dates to re-schedule the postponed function of the PATRON.

Century Park Hotel:

DIRECTOR OF SALES: MS. NELLWYN LEUNG
Date: February 7, 2019

PATRON : SEC. BENJAMIN E. DIOKNO



Signature over printed name
Please affix your signature on each page of the contract
Date:



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
Systems and Productivity Improvement Bureau
BUILDING 1, GENERAL SOLANO ST., SAN MIGUEL, MANILA

February 8, 2019

MEMORANDUM FOR THE SECRETARY

FROM : The Acting Director, SPIB

SUBJECT : Notice of Award, Notice to Proceed and Contract for the Lease of Venue for the Preparatory Workshop for Stage 2 of the Internal Control and Internal Audit Assessment

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- 1.0 This pertains to the Workshop in Preparation for the Stage 2 of the Internal Control (IC)/Internal Audit (IA) Assessment last February 7, 2019 at the Century Park Hotel, Manila as authorized through Office Order No. 121, s. 2019 issued on February 4, 2019.
 - 2.0 Attached for the Secretary's consideration are the Notice of Award, Notice to Proceed, and Contract for the Lease of Venue. The Contract has been received from the Century Park Hotel on February 7, 2019 through the Public Financial Management-Programme Management Office (PFM-PMO), the unit in-charge for the preparation of the documents for the Lease of Venue.
 - 3.0 Thank you.


CLOTILDE S. LACSAMANA-DRAPETE

APPROVED

DISAPPROVED


BENJAMIN E. DIOKNO
Secretary of Budget and Management



Date: _____



Century Park Hotel

599 P. Ocampo St. 1004 Malate, Manila
TIN 000-344-934-000

SA No. **59948**
02/13/2019

Department of Budget and Management

General Solano St.,
San Miguel Manila
Philippines

STATEMENT OF ACCOUNT

To bill you for the Cost of Banquet Charges for the event held last February 7, 2019 in the amount of ' NINETY THOUSAND PESOS ONLY ' (P90,000.00)

Breakdown as follows:

Date	Reference No.	Description	Amount
07-Feb	148526	AM Snack + Buffet Lunch + PM Snack	90,000.00
Total Amount Due			₱ 90,000.00

Tax Breakdown:

Base Charge	73,170.73
10% Service Charge	7,317.07
12% VAT	8,780.49
1% Local Tax	731.71
	90,000.00

Note:

- * Please make check payable to Century Park Hotel
 - * For Payment made thru any allied Brances, Please use Century Park Hotel account name under Peso Account # 1702-7000-1013 and US Dollar Account # 0332-00329-5/BDO Account no. 447-0000-100/LBP C/A #1772-1018-79.
 - * Please notify us immediately for any discrepancy
 - * Please see attached documents for details
 - * Kindly attach WITHHOLDING TAX CERTIFICATE (FORM 2307) in making payment.
- None compliance/submission of tax certificate is still outstanding from your company.



Century Park Hotel

OWNED AND OPERATED BY MARANAW HOTELS AND RESORT CORPORATION
 599 Century Park Hotel P. Ocampo St.
 Cor M. Adrialco St., Malate, Manila Philippines 1004
 P.O. BOX 117 CPO., 1099 MANILA, PHILIPPINES
 TEL. NO. 528-8888
 FAX: (832) 528-1811 TO 12
 VAT REG. TIN: 000-344-934-00000

<input type="checkbox"/> Atrium	<input type="checkbox"/> Palm Grove
<input checked="" type="checkbox"/> Banquet	<input type="checkbox"/> Room Service
<input type="checkbox"/> Café in the Park	<input type="checkbox"/> Century Tsukiji Japanese Restaurant
<input type="checkbox"/> Deli Snack	<input type="checkbox"/> Top of the Century

FOOD CHECK

Name of Guest DBUTIN # Out. of Budget ManagementAddress EVENT # 4784

No. 0148526 F	
ITEMS	
1	
2	Package Meals
3	
4	60 Pax AM Snacks @ 90,000
5	Buffet Lunch w/one
6	
7	PM Dinner + 200 tea
8	PM Snacks
9	
10	

SERVER	PERSON	TABLE	DATE
Mark	OO	TSUKIJI	2-7-19

Total Sales (Vat Inclusive)		
Less VAT		
Total		
Less: SC/PWD Discount		
Total Due		
Less: Withholding Tax		
Amount Due		
VATable Sales		
VAT-Exempt Sales		
Zero Rated Sales		
VAT Amount		
S.C./Other Govt. Taxes		
Total Sales		
Form of Payment: Cash <input type="checkbox"/>	Check <input type="checkbox"/>	

Sr. Citizen TIN

OSCA/PWD ID No.

Signature

100 Bkts (50x4) 0147501F-0152500F
 App Reference No.: APP/000000000059367/2017
 BIR Authority to Print No. OCN: 8AUB001190700E
 Date of ATP: 09-13-2017 Expiry Date: 09-12-2022
 CBL Printing & Supplies VAT REG. TIN 117-675-032-00000
 4760 Mayon St., Sto. Nino, Parañaque City



Printer's Accreditation No. 052MP20140000000017
 Date Issued: 20-Jan-2014

THIS DOCUMENT IS NOT VALID FOR CLAIMING INPUT TAX
THIS FOOD CHECK SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF ATP



Century Park Hotel

TIN: 000-344-934-000
599 P. Ocampo Street, Malate, Manila

PROFORMA INVOICE

February 7, 2019

Secretary Benjamin E. Diokno
Department of Budget and Management (DBM)

Dear Valued Guest:

Kindly find below the total charges for your rooms and event on February 7, 2019:

ESTIMATED BANQUET CHARGES				
MEAL	DATE	NUMBER OF PERSONS	RATE	TOTAL
AM Snack Customized Managed Buffet Lunch with 1 Round of Iced Tea PM Snack	February 7, 2019	60 persons	Php 1,500.00 net per person	Php 90,000.00 net

Should there be any information we may inadvertently overlooked, please feel free to contact the undersigned at (63 2) 528 5838 to 40 or fax 528 1814.

Thank you very much.

Yours sincerely,
For and in behalf of
CENTURY PARK HOTEL


LUCKEE C. RAMONES
Sales Account Manager