



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGION VIII

NOTICE OF AWARD

December 20, 2023

The Manager
LUXURY SUITES HOTEL
Tacloban City

Dear **Sir/Madam:**

This is to notify you that your Bid for the **Lease of Venue and Catering Services for DBM ROVIII Gender and Development Year Assessment CUM Year-End Gathering** for the contract Price of **One Hundred Thirty Eight Thousand Eight Hundred Pesos (P138,800.00)** Only is hereby accepted.

Please refer to the attached signed quotation for the details of the specifications. May we remind likewise that processing of payment is subject to compliance with the required documentary requirements provided in the procurement terms and conditions of the Request for Quotation.

For information and guidance.

Very truly yours,


IMELDA C. LACERAS, CESO III
Regional Director

Conforme:



Judy E. Tan

Luxury Suites Hotel
(Signature over Printed Name)
Manager / Authorized Representative
LUXURY SUITES HOTEL
Date of Receipt: _____

PURCHASE ORDER
Department of Budget and Management
Regional Office VIII

Villa Ruiz, Bgy 77, Marasbaras, Tacloban City
 Tel. No. (053) 888-0548, & 832-1628

Supplier : LUXURY SUITES HOTEL		P.O. No. : 2023-12-038			
Address : Tacloban City		Date : December 20, 2023			
TIN :		Mode of Procurement : NP-Lease of Real Property and Venue			
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : DBM RO VIII, Marasbaras, Tacloban City		Delivery Term :			
Date of Delivery : See note below.		Payment Term : LDDAP-ADA			
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		Lease of Venue and Catering Services for DBM ROVIII Gender and Development Year Assessment CUM Year-End Gathering Day 1: December 21, 2023 (8:00AM to 5:00PM) Day 2: December 22, 2023 (7:00AM to 10:00PM) Room Accommdation (Overnight Stay) - December 21, 2023 Requirements: Use of one (1) air-conditioned function hall * Can accommodate at least 45 participants * With the following inclusions: a) Basic Podium set-up with microphone b) Standby Technician and assigned Event Staff during the whole duration of the activity c) 1 LCD projector with at least 8x12 wide projector screen d) Fast and reliable Wi-Fi access for 45 participants e) Basic audio equipment with at least two (2) units of microphone * Space requirement for the following: • Properly spaced seating • Provision of area/space, tables, and chairs for registration and Secretariat • Can accommodate 45 pax for socials Guided buffet/meals: Day 1: December 21, 2023 AM Snack: Suman with Mango 1 cup hot choco Lunch 1 soup 3 Main Entrée (grilled fish, fried chicken , pork curry) 1 Noodles (Pancit Bam-i) 1 vegetables (Chopsuey) 1 dessert (mango bango) 1 rice 1 round of drinks (soda) PM Snack Hot Local Rice Bibingka 1 round of drinks (Iced tea) Day 2: December 22, 2023 Breakfast: 3 Main Entrée (chicken pork adobo, pork tocino, scrambled egg) 1 Rice 1 Dessert (Fruits - Banana/Pineapple/Watermelon) Coffee/Tea AM snack: Tuna Sandwich with Chips 1 round of drinks (orange juice)			₱ 138,800.00
	pax		31		
	pax		31		
	pax		31		
	pax		37		
	pax		37		

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	pax	Lunch 1 soup 3 Main Entrée (sweet and sour fish, chicken galantine, grilled porkchop) 1 vegetables (Chopsuey in osyter sauce) 1 dessert (Lychee and Peaches) 1 rice 1 round of drinks (soda)	37		
	pax	PM Snacks: Special Mamon 1 round of drinks (Iced tea)	37		
	pax	Dinner 1 soup 3 Main Entrée (beef stufado, chicken apitada, breaded fish fillet) 1 Pasta (Carbonara) 1 vegetables (Buttered Mixed Vegetables) 1 dessert (Chocloate cake) 1 rice 1 round of drinks (soda)	37		
		Other Requirements: 1. Free flowing coffee 2. Food shall be served to the Resource Speakers at the presidential table or speakers table 3. Left over food shall be allowed for take out. 4. Department of Tourism accredited with Safety Seal Certification. 5. Disinfectants and alcohol should be provided in the venue hall. 6. Maintenance of restrooms and venue shall be provided during the whole duration of the activity 7. Payment – shall be made 7 days after receipt of Billing/Statement of Account, advance payment and security deposit is waived			
	room	8. Room Accommodation: a. Male - 5 rooms double sharing	5		
	room	b. Female - 7 rooms tripple sharing	7		
TOTAL					P 138,800.00

In Case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

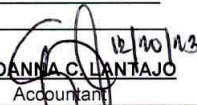
We reserve the right to return the above items in case of defects and if found not in accordance with the agreed specifications.

Conforme: 
Judy E. Tan
Luxury Suites Hotel
(Signature over printed name)
Date _____

Very Truly yours,

IMELDA C. LACERAS, GESO III
Regional Director

Fund Cluster : _____
Funds Available : _____


MA. JOANNA C. LANTAJO
Accountant

ORS/BURS No. : _____
Date of the ORS/BURS: _____
Amount : _____