



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
REGION VIII

**NOTICE OF AWARD**

April 22, 2024

**The Manager**  
**C PAVILION EVENTS**  
Tacloban City



Dear **Sir/Madam:**

This is to notify you that your Bid for the **Lease of Venue with Catering Services for the Conduct of Technical Budget Hearing for Tier 2 FY 2025 Budget Proposal** for the contract Price of **Sixty-One Thousand Seven Hundred Fifty Five Pesos (P61,755.00)** Only is hereby accepted.

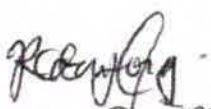
Please refer to the attached signed quotation for the details of the specifications. May we remind likewise that processing of payment is subject to compliance with the required documentary requirements provided in the procurement terms and conditions of the Request for Quotation.

For information and guidance.

Very truly yours,

  
**IMELDA C. LACERAS, CESO III**  
Regional Director

Conforme:

  
ROSEBIE C. PENAKANDA  
(Signature over Printed Name)  
**Manager / Authorized Representative**  
**C PAVILION EVENTS**  
Date of Receipt: April 26, 2024

**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 : <b>C PAVILION EVENTS</b>		P.O. No. : <u>2024-04-014</u>			
Address : Tacloban City		Date : April 22, 2024			
TIN :		Mode of Procurement : SVP			
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
		<p><b>Lease of Venue with Catering Services for the Conduct of Technical Budget Hearing for Tier 2 FY 2025 Budget Proposal</b></p> <p>Date: April 29, 2024          Time: 8:00 AM to 4:00 PM (whole day)          No. of Pax: 69</p> <p><b>Requirements:</b></p> <p><b>1. Use of one (1) air-conditioned function hall</b></p> <p>* Can accommodate at least 69 participants observing minimum health protocols.</p> <p>* With the following inclusions:</p> <p>a.) Basic Podium set-up with microphones (atleast 3 microphones)</p> <p>b.) Standby Technical and assigned Event Staff during the whole duration of the meeting</p> <p>c.) LCD Projector and Screen ( 1 Main Screen - Front; 2 screen - Left and Right (option incase the front screen is no longer visible by the participants seated at the back)</p> <p>* Space requirement for the following:</p> <p>- Properly spaced seating</p> <p>- Provision of area/space, tables, and chairs for registration and Secretariat</p> <p>-Provision of tables and chairs for the participants (maximum of 3 pax if rectangular table, while 8 pax if circular table - no participants will be seated in front if circular table set up)</p> <p><b>2. Meal requirements:</b></p> <p><b>AM Snacks</b>          1 Suman with Sweet Ripe Mango and Hot Choco          1 round of orange juice (glass)</p> <p><b>Lunch</b>          Soup          Steamed rice          Vegetables          2 main course (pork and chicken or fish)          Dessert (Fresh fruits - watermelon, pineapple, banana, mango)          1 round of iced tea (glass)</p> <p><b>PM Snacks</b>          Tuna Sandwich with chips          1 round of pineapple juice (glass)          Note: All meal requirements will follow the menu list of the winning supplier.</p> <p><b>Other Requirements:</b></p> <p>a. Free flowing coffee</p> <p>b. Meals and snacks shall be serve at the presidential table for the Resource Speakers</p> <p>c. Left-over snacks or meals shall be allowed for take-out</p>			P 61,755.00

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		3. Department of Tourism accredited with Safety Seal Certification 4. Disinfectants and alcohol should be provided in the venue hall 5. Maintenance of restrooms and venue shall be provided during the whole duration of the forum 6. Payment – shall be made 7 days after receipt of Billing/Statement of Account, advance payment and security deposit is waived			
		TOTAL			P 61,755.00

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.

Very Truly yours

*[Signature]*  
**IMELDA C. LACERAS, CESO III**  
 Regional Director

Conforme:

*[Signature]*  
**ROSARIO C. PENTARANIA**  
 (Signature over printed name)  
 April 26, 2015  
 Date

Fund Cluster : \_\_\_\_\_  
 Funds Available : \_\_\_\_\_

*[Signature]*  
**MA. JOANNA C. LANTAJO**  
 Accountant

ORS/BURS No. : \_\_\_\_\_  
 Date of the ORS/BURS: \_\_\_\_\_  
 Amount : \_\_\_\_\_