

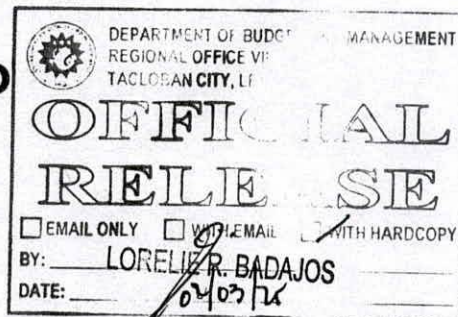


REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
REGION VIII

**NOTICE OF AWARD**

January 31, 2025

**The Manager**  
**MADISSON PARK HOTEL INC.**  
Tacloban City



Dear **Sir/Madam:**

This is to notify you that your Bid for the **"Lease of Venue with Catering Services and provision of LED Wall for the Conduct Budget Forum for FY 2026 Budget Preparation on February 10, 2025"** for the contract Price of **Three Hundred Fifty-Six Thousand Nine Hundred Fifty Pesos (P356,950.00)** 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:

  
LARUA P. ROA  
(Signature over Printed Name)  
**Manager / Authorized Representative**  
**MADISSON PARK HOTEL INC.**  
Date of Receipt: 2/28/25



**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>MADISSON PARK HOTEL INC.</b>		P.O. No. : <u>2025-01-006</u>	
Address :		Tacloban City		Date : January 31, 2025	
TIN :				Mode of Procurement : Bidding	
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
	<b>Lot</b>	<b>Lease of Venue with Catering Services and provision of LED Wall for the Conduct Budget Forum for FY 2026 Budget Preparation on February 10, 2025</b>	1	356,950.00	356,950.00
		Date: February 10, 2025 Time: 8:00 AM to 5 PM (whole day) No. of Pax: 295			
		<b>Requirements:</b>			
		1. Use of one (1) air-conditioned function hall (8:00AM to 5:00PM)			
		2. Can Accommodate at least 295 participants observing minimum health protocols as prescribed by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-MEID).			
		* With the following inclusions: a.) Basic Podium set-up with microphones (atleast 3 microphones) b.) Standby Technical and assigned Event Staff during the whole duration of the Meeting c. w/ Basic lights and sounds equipment			
		3. Provision of one (1) LED Wall with the following specifications:			
		Type: P3 AeroLED			
		Size: 9ft (H) x 12ft (W)			
		With one (1) video processor			
		With one (1) set Cables and Connectors			
		With one (1) setLink Cables for AC and Signal including 4 Main AC Cables			
		With LED Wall risers atleast 2ft.			
		With one (1) Laptop			
		With HDMI Cables atleast 20 ft for speakers presentation			
		With atleast one (1) standby technical personnel for LED wall concern			
		4. Fast and reliable WI-FI access (at least 100mbps)			
		*Space requirement for the Following:			
		a. Properly spaced seating			
		b. Provision of area/space, tables and chairs for registration and Secretariat			
		c. Provision of tables and chairs for the participants (maximum of 4 pax per rectangular table)			





	<b>PAX</b>	<b>FEBRUARY 10, 2025 (MEALS &amp; SNACKS)</b>	<b>295</b>		
		Meal requirements:			
		1 Pasta ( Beef Lasagna)			
		1 canned Pineapple Juice (at least 200ml)			
		<b>LUNCH</b>			
		1 Rice, 1 Vegetable			
		2 main course (Beef and Pork )			
		1 dessert (Chocolate Mousse), 1 Bottled Iced Tea (atleast 200ml)			
		PM Snacks			
		1 Sandwich (Tuna)			
		1 Canned Orange Juice (at least 200ml)			
		Note: All meal requirement will follow the Menu List of the winning supplier.			
		Other Requirements:			
		1. Free flowing coffee w/ perculator. (at least 4 coffee stations)			
		2. Snack and Meals shall be served to the Resource Speaker at the presidential table.			
		3. One (1) buffet table per 100 pax (atleast 3 Buffet tables)			
		4. Left-over snacks shall be allowed for take-out.			
		5. Provision of drinking water and atleast 4 water dispensers in the venue.			
		6. Department of Tourism accredited with Safety Seal Certification			
		7. Disinfectant and alcohol should be provided in th venue hall within the whole duration of the forum. Stand-by Maintenance personnel shall be present to keep the venue and areas like Comfort Rooms clean in the whole duration of the activity.			
		8. With standby IT/Audio System Personnel during the forum.			
		9. Payment-shall be made 3 working days after receipt of the Billing /Satatement of Account and Tax Clearance; advance payment and security deposit is waved.			
					356,950.00

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,

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

Conforme:

(Signature over printed name)

Date

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

**MA. JOANNA C. LANTAJA**  
Accountant

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

Amount : \_\_\_\_\_