



REPUBLIC OF THE PHILIPPINES
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

JOB ORDER

① Supplier : <u>ASTORIA PLAZA</u> Address : <u>15 J. Escriva Drive, Ortigas Center,</u> <u>Pasig City</u> Tel/Fax No. : <u>687-1111 local 8101 / 910-0370</u> TIN : <u>000-545-202-002</u> VAT			② J.O. Number : <u>2019-02-010</u> Date : <u>February 27, 2019</u> P.R. No. : <u>2019-02-031</u> Date : <u>February 11, 2019</u> Mode of Procurement : <u>Lease of Venue</u>		
③ Gentlemen/Ladies: Please furnish this Office the following articles subject to the terms and conditions contained herein					
Item No.	Qty	Unit	Item Description	Cost Unit Total	
1	1	job	Provision of Food and Accommodation including Venue for the Conduct of NEDA R&D Program 10th to 13th Project Steering Committee (PSC) Meeting <i>Details of the requirement are contained in the attached Terms of Reference which shall form part of this Job Order</i> *****Nothing Follows*****	858,000.00	858,000.00
			End-User : R&D PMO		
Amount in Words:			GROSS : <u>858,000.00</u> Amount is subject to withholding taxes.		
Eight Hundred Fifty Eight Thousand Pesos					
④ Place of Delivery: <u>NEDA sa Pasig</u> Delivery Term: <input type="checkbox"/> - Pick-up <input type="checkbox"/> - Deliver w/in _____ calendar days from receipt of JO Date of Delivery/Completion: <u>please refer to TOR</u> Payment Term: <input type="checkbox"/> - COD <input type="checkbox"/> - Days after delivery					
Note: Unless otherwise indicated, the above terms and conditions are deemed accepted and form part thereof.					
⑤ Penalty Provision: 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. <div style="text-align: right;">Very truly yours,</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div> Conforms: <u>Lindsay Esterab</u> Supplier signature over printed name Date: <u>March 4, 2019</u> </div> <div style="text-align: right;"> <u>ROSEMARIE G. EDILLON</u> Undersecretary, National Development Office </div> </div>					
⑥ Funds Available :			⑦ Amount : _____ ALOBS No.: _____		
<u>BRENDA M. CLAVERIA</u> OIC-Chief, Accounting Division			<u>DON P. CONSTANTINO</u> OIC-Chief, Budget Division		



Republic of the Philippines

NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

NEDA BIDS AND AWARDS COMMITTEE

AOQ No. : 2019-02-014
Date : February 22, 2019

I. ABSTRACT OF QUOTATIONS

Procurement Project : Provision of Food and Accommodation including Venue for the Conduct of the 10th to 13th NEDA R&D Project Steering Committee (PSC) Meeting for the FY 2019

PRAA No. : 19-02-031

ABC : PhP1,044,960.00

Source of Fund : R&D Fund

Mode of Proc. : Lease of venue

End-user Representative : R&D PMO

PARTICULARS	ASTORIA PLAZA	CROWNE PLAZA MANILA GALLERIA
I. TECHNICAL PROPOSAL	PhilGEPS Platinum No. 2013-111082 valid until June 13, 2019; Permit No. HOT 19- 0006 valid until December 31, 2019	PhilGEPS Platinum No. 2012-92048 valid until November 20, 2019

PARTICULARS	ASTORIA PLAZA	CROWNE PLAZA MANILA GALLERIA												
	2017 ITR stamped received by RDO 040 on April 17, 2018; Signed RFQ, TOR, and Annexes													
A. Venue														
1. Event dates (indicative dates only; inclusive of travel time): 10th PSC Meeting: March 4 to 6, 2019 11th PSC Meeting: May 29 to 31, 2019 12th PSC Meeting: August 7 to 9, 2019 13th PSC Meeting: November 13 to 14, 2019	✓													
2. With option to reschedule to different dates within the month or succeeding month, with no additional charge, in case of declaration of public holidays, suspension of work and the like;	✓													
3. Location: Within Ortigas Center, Pasig City;	✓													
4. For a minimum guaranteed and maximum number of participants per meeting as follows; <table border="1"> <thead> <tr> <th>Date</th><th>Minimum Guaranteed</th><th>Maximum Guaranteed</th></tr> </thead> <tbody> <tr> <td>Day 0</td><td>2</td><td>4</td></tr> <tr> <td>Day 1</td><td>50</td><td>57</td></tr> <tr> <td>Day 2</td><td>26</td><td>32</td></tr> </tbody> </table>	Date	Minimum Guaranteed	Maximum Guaranteed	Day 0	2	4	Day 1	50	57	Day 2	26	32	✓	
Date	Minimum Guaranteed	Maximum Guaranteed												
Day 0	2	4												
Day 1	50	57												
Day 2	26	32												
5. Dining area/meals set up, coffee and tea stations are inside and/or within the vicinity of the conference room;	✓													
6. Conference room, room accommodation and dining area are in one building/location and is easily accessible to the participants and the Secretariat;	✓													
7. Free electricity charge and availability of power outlets for the use of brought-in electronic device/equipment;	✓													

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8. With availability of power backup (generator set) in case of power failure;	✓	
9. Ten (10) or more daily complimentary parking slots to accommodate coasters and light vehicles;	✓	
10. Complimentary use of the hotel amenities (e.g. gymnasium, swimming pool, among others), laundry center, hotel clinic with in-house nurse or medical emergency personnel.	✓	
B. Conference/Function Room		
1. Air-conditioned conference/function room with the following: <ul style="list-style-type: none"> a. Adequate lighting; b. Sound-proof; c. Can accommodate a maximum number of Fifty-Seven (57) participants; d. With additional space for break-out sessions, Secretariat's work area and meals set-up; e. With sufficient number of tables and chairs in a classroom-type setting, long table in front for a panel of officials conducting the hearing; and f. With at least two (2) tables and four (4) chairs for the training Secretariat. 	✓	
2. Up to nine (9) hours use of conference / function room, set-up at 7:00 a.m.; with option to extend the use of the conference / function room for an additional two (2) hours, if necessary, without additional charge.	✓ 7AM to 9PM	
3. With the following supplies and amenities: <ul style="list-style-type: none"> a. Audio/video system with at least: <ul style="list-style-type: none"> i. Two (2) LCD projectors; ii. Two (2) projector screens; and iii. Nine (9) wireless microphones b. Two (2) White boards with markers and eraser; 	✓	

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<ul style="list-style-type: none"> c. Flip charts and pens; d. Daily notepad and pen/pencil for each participant; e. Complimentary access to high-speed Wi-Fi for all participants; f. One (1) rostrum; g. One (1) Philippine flag with stand h. Additional stand for NEDA flag; i. Separate comfort rooms for men and women, adjacent to/near the conference/ function room; j. Power outlets/extension cords accessible per table; k. Free power consumption for laptops, printers, and mobile devices; l. Free candies available for the entire duration of the workshop. 		
C. Meals per Meeting		
1. Day 0 — None;		
2. Day 1 — Complimentary buffet breakfast for a minimum guaranteed of 2 persons and maximum of 4 persons; Buffet lunch, buffet dinner, morning and afternoon snacks for a minimum guaranteed of 50 persons and maximum of 57 persons;	✓	
3. Day 2 — Complimentary buffet breakfast for a minimum guaranteed of 26 persons and maximum of 32 persons;	✓	
3. Free flowing drinking water and/or fruit infused-water, brewed coffee with brown and white sugar and fresh milk, and tea during the workshop/function;	✓	
4. No repetition of menu for the main courses during the duration of the event;	✓	
5. Service provider to submit menu proposal for evaluation;	✓	

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6. Request for change of food by participants with restriction/allergies can be accommodated with no additional costs;	✓	
7. No corkage fee on Foods/Drinks to be brought in by the participants;	✓	
8. Meals for every meeting: 8.1.Morning snacks and afternoon snacks on Day 1 consisting of: a. Choice of any of the following: Sandwich, pastries, pasta with bread, or other native delicacies; and b. One (1) round of fresh fruit juice or iced tea 8.2.Full Buffet Lunch on Day 1 consisting of: a. Soup b. Appetizer c. Rice d. Salad station with assorted dressings e. At least three (3) main courses: Combination of any of the following: seafood/fish, chicken/pork/beef, and vegetables f. At least two (2) types of dessert: Cakes/pastries, sweets or fresh fruits, etcetera) g. One (1) round of fresh fruit juice 8.3.Full Buffet Dinner on Day 1 consisting of: a. Soup b. Appetizer c. Rice d. Salad station with assorted dressings	✓	

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<p>e. At least three (3) main courses: Combination of any of the following: seafood/fish, chicken/pork/beef, and vegetables</p> <p>f. At least two (2) types of dessert: Cakes/pastries, sweets or fresh fruits, etcetera)</p> <p>g. Choice of one (1) round of fresh fruit juice</p> <p>8.4.Full Complimentary Buffet Breakfast on Day 2 consisting of:</p> <p>a. Choice of various types of bread with butter/spread</p> <p>b. Rice and/or Pasta</p> <p>c. Cereals</p> <p>d. Salad station with assorted dressings</p> <p>e. At least three (3) main courses: Combination of any of the following: seafood/fish, chicken/pork/beef, and vegetables</p> <p>f. Fresh fruits in season</p> <p>g. Choice of hot chocolate, fresh fruit juice, coffee and/or tea.</p>																												
D. Room Accommodation per Meeting																												
1. Fully air-conditioned bedrooms, separate beds, with free buffet breakfast, as follows:			✓																									
<table border="1"> <thead> <tr> <th rowspan="2">Room Type</th><th colspan="2">No. of Rooms</th><th colspan="2">No. of Participants</th></tr> <tr> <th>Min</th><th>Max</th><th>Min</th><th>Max</th></tr> </thead> <tbody> <tr> <td colspan="5">Day 0</td></tr> <tr> <td>Twin Occupancy</td><td>1</td><td>2</td><td>2</td><td>4</td></tr> <tr> <td colspan="5">Day 1</td></tr> </tbody> </table>			Room Type	No. of Rooms		No. of Participants		Min	Max	Min	Max	Day 0					Twin Occupancy	1	2	2	4	Day 1						
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Single occupancy	1	3	1	3		
Twin Occupancy	13	15	25	29		
2. Each room should have the ff.: 1. Furnished with: a. Television with cable channels; b. Telephone; c. Electrical outlets; d. Personal refrigerator; e. Electronic safe; f. Wardrobe cabinet with hangers; g. Clean beddings, linens and pillows; and h. En-suite bathroom with hot and cold water supply and with toiletries (tissue, shampoo, toothbrush, tooth paste, and bath soap) and towels (bath, hand, foot) 2. Daily complimentary bottled/mineral water coffee, fresh milk, tea and sugar; and 3. Complimentary access to high-speed Wi-Fi.					✓	
E. Payment Scheme						
Full payment of the contract shall be made after the issuance of the following: 1. Billing statement by the Service Provider; and 2. Certificate of Satisfactory Service issued by NEDA.					✓ Kindly send Job Order	

PARTICULARS			ASTORIA PLAZA	CROWNE PLAZA MANILA GALLERIA
II. FINANCIAL PROPOSAL				
Budget	No. of Participants per Meeting	Amount		
Provision of food & accommodation including venue for three (3) consecutive days for the following dates: a. 10 th PSC Meeting: March 4 to 6, 2019 b. 11 th PSC Meeting: May 29 to 31, 2019 c. 12 th PSC Meeting: August 7 to 9, 2019	<u>Minimum guaranteed</u> Day 0: 2 pax Day 1: 50 pax Day 2: 26 pax		₱711,200.00 for 4 meetings	
d. 13 th PSC Meeting: November 13 to 14, 2019 inclusive of requirements indicated in the Terms of Reference for selected personnel from NEDA Central and Regional Offices	<u>Maximum guaranteed</u> Day 0: 4 pax Day 1: 57 pax Day 2: 32 pax		₱858,000.00 for 4 meetings	
<p>The ABC for a maximum number of Fifty-Seven (57) participants per meeting is One Million Forty-Four Thousand Nine Hundred Sixty Pesos (PhP1,044,960.00), inclusive of all applicable government taxes and service charges. NEDA guarantees payment for specific number of participants on the dates indicated. In case of additional accommodation and meals outside of the minimum guaranteed number, NEDA will pay based on the unit price per Annex B of Bid Form, not exceeding the contract price,</p>			✓ Please provide Job Order	

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<p>REMARKS: Other companies invited to bid:</p> <ol style="list-style-type: none"> 1. Discovery Suites; 2. EDSA Shangri-la 3. Ace Hotel and Suites; 4. Richmonde Hotel; 5. St. Francis Hotel; and 6. The Linden Suites. 	<p>Recommend award for submitting the single calculated quotation, subject to EU validation.</p> <p>Prior to the conduct of the May and August events, the EU shall request the winning bidder, to submit copy of the 2018 Income Tax Return and 2019-2020 PhilGEPS membership registration certificate</p>	<p>Disqualified, did not submit Mayor's / Business Permit.</p>

II. ACTIONS

A. Recommendation:

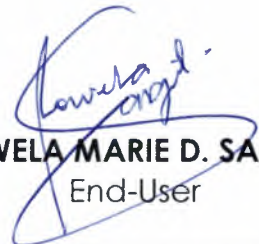
Recommend award to **ASTORIA PLAZA** for submitting the single calculated and responsive quotation. In the Memorandum dated February 22, 2019 signed by the End-User, Director Aladin A. Ancheta, said bidder has complied with the requirements of Term of Reference.

NBAC – TECHNICAL WORKING GROUP


DARWIN T. VENUS
Presiding Officer


DINA A. CAYONGCONG
Member


ROSAURO L. DE LEON
Member


ROWELA MARIE D. SANGIL
End-User

Recommending Approval:
NEDA Bids and Awards Committee


ASEC. CARLOS BERNARDO O. ABAD-SANTOS
Chairperson

ASST. DIR. REVERIE PURE G. SAPAEN
Vice-Chairperson


OIC DIR. VIOLETA S. CORPUS
Member/NBAC Representative

ASST. DIR. CYNTHIA A. VILLENA
Member


DIR. ALADIN A. ANCHETA
Provisional Member

Approved:

For the Secretary:


UNDERSECRETARY JOSE MIGUEL R. DE LA ROSA
Central Support Office