

REPUBLIC OF THE PHILIPPINES
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

JOB ORDER

① Supplier : UNIVERSITY HOTEL Address : Guerrero St. Cor. Aglipay, University of the Philippines-Diliman, Quezon City Tel./Fax No. : 926-1953 TIN : 000-917-117-001 Non-VAT			② J.O. Number : 2019-03-014 Date : March 8, 2019 P.R. No. : 2019-03-057 Date : March 1, 2019 Mode of Procurement : Lease of Venue		
③ Gentlemen/Ladies: Please furnish this Office the following articles subject to the terms and conditions contained herein					
Item No.	Qty	Unit	Item Description	Unit Cost	Total
1	1	job	Provision of Food Including Venue for the Conduct of Various Training Programs for 2019 <i>Details of the requirement are contained in the attached Terms of Reference which shall form part of this Job Order</i> *****Nothing Follows*****	368,005.00	368,005.00
End-User : HRDD					
Amount in Words: Three Hundred Sixty Eight Thousand Five Pesos			GROSS : 368,005.00 Amount is subject to withholding taxes.		
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>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.					
Conformer: <u>JINKY ANN LACANG</u> Supplier Signature over printed name Date: _____			Very truly yours, <u>JOSE MIGUEL R. DE LA ROSA</u> Undersecretary, Central Support Office		
⑥ Funds Available : BREND A. CLAVERIA OIC-Chief, Accounting Division			⑦ Amount : _____ ALOBS No.: _____ DON P. CONSTANTINO OIC-Chief, Budget Division		





Republic of the Philippines

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NEDA BIDS AND AWARDS COMMITTEE

AOQ No. : 2019-03-021
Date : March 8, 2019

I. ABSTRACT OF QUOTATIONS

Procurement Project : Provision of Food Including Venue for the Conduct of the Various Training Programs for 2019
PRAA No. : 19-03-057
ABC : ₱462,000.00
Source of Fund : HRD Fund
Mode of Proc. : Lease of venue
End-user Representative : HRDD

PARTICULARS	UNIVERSITY HOTEL – UP DILIMAN, QUEZON CITY
I. TECHNICAL PROPOSAL	
A. Venue	
Inclusive dates:	✓
a. Values Orientation Workshop - March 11-13, 2019;	
b. SDC: Track 1 - March 12-15, 2019;	
c. SDC: Track 2&3 - May 28-31, 2019	
1. Within Quezon City	✓
2. Conference room, room accommodation and dining area are for easy access of the participants, Resource Persons and the training Secretariat;	✓
3. Free electricity charge and availability of power outlets for the use of brought-in electronic device/equipment (i.e. at least 5 laptops, 1 projector, 1 printer);	Plus elec. fee PhP625 will apply for 1 printer/day
4. Dining area should be within the same area for easy access of the participants, Resource Persons and the training Secretariat;	✓

PARTICULARS	UNIVERSITY HOTEL – UP DILIMAN, QUEZON CITY
5. With availability of power backup (generator set) in case of power failure;	✓
6. Minimum of 5 daily complimentary parking slots; and	First come, first serve
B. Conference/Function Room	
1. Air-conditioned conference/function room with the following: a. adequate lighting b. high ceiling c. sound-proof d. can accommodate maximum number of 35 participants e. With additional space for break-out sessions, Secretariat's work area and meals set-up f. With sufficient number of tables and chairs in an group lay-out g. at least 2 tables and 3 chairs for the training Secretariat	✓
2. Up to 10 hours use of conference / function room, set-up as early as 6:30 a.m.	Free use of venue (8hrs) extension rate per hour applies
3. With the following supplies and amenities: a. 1 rostrum b. 2 whiteboards with markers and erasers, c. pencils/ballpens and notepads for the participants d. 1 audio/video system e. minimum of 2 wireless microphones f. projector screen g. Separate comfort room for men and ladies, adjacent to the conference/function room h. Complimentary wireless internet access i. Philippine Flag with stand	<div style="text-align: center;"> ✓ ✓ x (not provided) ✓ ✓ ✓ ✓ ✓ ✓ </div>
C. Meals during the Workshop	
1. Free flowing brewed coffee, tea and drinking water during the function;	✓
2. Morning and afternoon snacks, to be served inside the conference/function room, consisting of the following: a. sandwich/pastries/pasta/native delicacies; and b. one round of soda/fresh fruit juice/iced tea	✓
3. Buffet lunches to be served in the designated dining area or any separate room from function room consisting of: a. Soup b. Rice	<div style="text-align: center;"> ✓ ✓ ✓ (with 2 main course) </div>

PARTICULARS	UNIVERSITY HOTEL – UP DILIMAN, QUEZON CITY
c. At least three (3) main courses (combination of any of the following: seafood/fish (except Cream Dory), chicken/pork/beef, and vegetables) d. Desserts/Fresh fruits e. One round of soda/fresh fruit juice/iced tea	✓ ✓
4. Request for change of food by participants with restriction/allergies can be accommodated with no additional costs to NEDA	Please informed us ahead of time
D. PAYMENT SCHEME Full payment of the contract shall be paid after the issuance of the following: a. Billing statement by the Service Provider; and b. Certificate of Satisfactory Service issued by NEDA.	✓
II. FINANCIAL PROPOSAL The ABC is Four Hundred Sixty-Two Pesos (PhP462,000.00) to cover the cost of venue and food estimated for a maximum number of participants indicated. NEDA guarantees payment for the minimum number of participants for each training program, for a total of 105 participants. In case of additional participants/meals outside of the guaranteed number, NEDA will pay based on the unit price (per Annex “B-1” to “B-3” of Bid Form), not exceeding the contract price (the sum total of the Maximum Requirement as prescribed in Section V, this TOR). Rates shall be inclusive of all applicable government taxes and service charges.	March 11-13, 2019 PhP100,365.00 March 12-15, 2019 PhP133,820.00 May 28-31, 2019 PhP133,820.00 Total: PhP368,005.00
REMARKS:	The quotation on the Annexes B-1, B-2 and B-3 are lower than the Price on the RFQ. Validate the financial quotation. Single calculated quotation subject to EU validation.

II. ACTIONS

A. Recommendation:

Recommend award to **UNIVERSITY HOTEL** for submitting the single calculated and responsive quotation. In the Memorandum dated March 7, 2019 signed by the End-User, Division Chief, Rick M. Abundo, said bidder has complied with the requirements of Term of Reference.

NBAC – TECHNICAL WORKING GROUP



FLORANTE G. MAGTIBAY
Presiding Officer



DINA A. CAYONGCONG
Member



DARWIN T. VENUS
Member




MARISSA L. GOLEZ
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


ASST. DIR. CYNTHIA A. VILLENA
Member/NBAC Representative


DIR. MA. MONICA P. PAGUNSAN
Provisional Member

Approved:

For the Secretary:


UNDERSECRETARY JOSE MIGUEL R. DE LA ROSA
Central Support Office