



REPUBLIC OF THE PHILIPPINES
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

JOB ORDER

① Supplier : DEVELOPMENT ACADEMY OF THE PHILIPPINES Address : DAP Building, San Miguel Avenue, Ortigas Center, Pasig City Tel./Fax No. : 631-2148/633-5570/631-2128 TIN : 000-285-531-000 VAT		② J.O. Number : 2019-03-016 Date : March 22, 2019 P.R. No. : 2019-03-081 Date : March 18, 2019 Mode of Procurement : Lease of Venue	
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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 Including Venue for the Conduct of Kick-off for the Central Support Office (CSO) Rank-and-File Engagement Forum on March 26, 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 *****	153,750.00	153,750.00

End-User : **R&D PMO**

Amount in Words:	GROSS : 153,750.00
One Hundred Fifty Three Thousand Seven Hundred Fifty Pesos	Amount is subject to withholding taxes.

④ Place of Delivery: **NEDA sa Pasig** Delivery Term: ☐ - Pick-up ☐ - Deliver w/in ___ calendar days from receipt of JO

Date of Delivery/Completion: **refer to TOR** Payment Term: ☐ - COD ☐ - 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.

Very truly yours,

Conforme: VERONICA V. FERRER JOSE MIGUEL R. DE LA ROSA
Supplier signature over printed name Undersecretary, Central Support Office
Date: 13/25/2019

⑥ Funds Available : <u>BRENDA M. CLAVERIA</u> OIC-Chief, Accounting Division	⑦ Amount : _____ ALOBS No.: _____ <u>DON P. CONSTANTINO</u> OIC-Chief, Budget Division
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Republic of the Philippines

NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

NEDA BIDS AND AWARDS COMMITTEE

AOQ No. : 2019-03-029
Date : March 21, 2019

I. ABSTRACT OF QUOTATIONS

Procurement Project : Provision of Food Including Venue for the Conduct of Kickoff for the Central Support Office (CSO) Rank-and-File Engagement Forum on March 26, 2019

PRAA No. : 19-03-081

ABC : ₱153,750.00

Source of Fund : NEDA-CO Funds

Mode of Proc. : Lease of venue

End-user Representative : OASec. CSO

PARTICULARS	DEVELOPMENT ACADEMY OF THE PHILIPPINES
I. TECHNICAL PROPOSAL	
A. Venue	
1. Event Date: March 26, 2019	✓
2. With option to reschedule to a different date with no additional charge, in case of declaration of public holidays, suspension of work and other related circumstances ¹ ;	✓
3. Location: Within the City of Pasig;	✓
4. For a minimum guaranteed number of 133 participants and maximum number of 145 participants on March 26, 2019;	✓
5. Dining area/meals set up, coffee and tea stations are inside and/or within the vicinity of the conference room;	✓

PARTICULARS	DEVELOPMENT ACADEMY OF THE PHILIPPINES
6. Conference room and dining area are in one building/location and is easily accessible to the participants and the forum head;	✓
7. Free electricity charge and availability of power outlets for the use of brought-in electronic device/equipment;	✓
8. With availability of power backup (generator set) in case of power failure;	✓
9. One (1) complimentary tarpaulin: Event backdrop with dimensions of 4 feet (height) and 8 feet (length) to be placed inside the conference/function room.	✓
B. Conference/Function Room	
1. Air-conditioned conference/function room with the following: a. Adequate lighting b. Sound-proof c. Can accommodate a maximum number of one hundred forty-five (145) participants d. With additional space for break-out sessions, work area and meals set-up e. With sufficient number of tables and chairs in a classroom-type setting; f. With at least one (1) table and four (4) chairs for the secretariat.	✓
2. Up to five (5) hours use of conference / function room, set-up at 8:00 a.m.; with option to extend the use of the conference / function room for an additional two (2) hours, if necessary, without additional charge.	✓
3. With the following supplies and amenities: a. Audio/video system with at least: i. One (1) LCD projector; ii. One (1) projector screen; and iii. Two (2) wireless microphones b. One (1) White board with markers and eraser c. Daily notepad and pen/pencil for each participant d. Complimentary access to Wi-Fi for all participants e. One (1) rostrum f. One (1) Philippine flag with stand g. Additional stand for NEDA flag h. Separate comfort rooms for men and women, adjacent to/near the conference/ function room i. Power outlets/extension cords accessible to all tables	✓

PARTICULARS	DEVELOPMENT ACADEMY OF THE PHILIPPINES
j. Free power consumption for laptops, printers, and mobile devices k. Free candies available for the entire duration of the workshop	
C. Meals	
Morning snack and Buffet lunch for a minimum guaranteed of 133 persons and maximum of 145 persons;	✓
1. Free flowing drinking water and/or fruit infused-water, brewed coffee with brown and white sugar and creamer, and tea during the workshop/function;	✓
2. Request for change of food by participants with restriction/allergies can be accommodated with no additional costs	✓
3. Meals for the following specified dates of the event (All menus to be served during the duration of the activity is subject to NEDA's approval): 3.1.Morning snack, consisting of: a. Pancit Bihon Guisado with Puto Pao; and b. One (1) round of fresh fruit juice or iced tea	✓
3.2.Full Buffet Lunch, consisting of: a. Egg Noodle Soup; b. Roast Chicken w/ Honey Sauce; c. Fish Fillet w/ Black Beans Sauce; d. Buttered Vegetable; e. Cucumber-Tomato Salad f. Steamed Rice g. Fresh Fruit Cup; h. Soft drinks	✓
D. Payment Scheme A. NEDA guarantees payment for minimum requirements on the dates indicated. In case of additional function room 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 equivalent to the sum total of the maximum requirement as prescribed in Section V, this TOR. B. Full payment of the contract shall be paid after the issuance of the following: 1. Billing statement by the Service Provider; and	✓

PARTICULARS			DEVELOPMENT ACADEMY OF THE PHILIPPINES								
2. Certificate of Satisfactory Service by NEDA.											
II. FINANCIAL PROPOSAL											
<table><tr><th>Budget</th><th>No. of Participants</th><th>Amount</th></tr><tr><td rowspan="2">Provision of food including venue for Kick-off for the Central Support Office Rank-And-File Engagement Forum</td><td>133 guaranteed requirements</td><td></td></tr><tr><td>145 guaranteed requirements</td><td></td></tr></table>			Budget	No. of Participants	Amount	Provision of food including venue for Kick-off for the Central Support Office Rank-And-File Engagement Forum	133 guaranteed requirements		145 guaranteed requirements		<p>₱144,750.00 (for 133 pax)</p> <p>₱153,750.00 (for 145 pax)</p>
Budget	No. of Participants	Amount									
Provision of food including venue for Kick-off for the Central Support Office Rank-And-File Engagement Forum	133 guaranteed requirements										
	145 guaranteed requirements										
The ABC is One Hundred Fifty Three Thousand Seven Hundred Fifty Pesos (₱153,750.00) for 145 Rank-and-File employees from the Central Support Office(CSO) inclusive of all applicable government taxes, fees and charges.											
REMARKS:			Recommend award, subject to EU validation.								

II. ACTIONS


A. Recommendation:

Recommend award to **DEVELOPMENT ACADEMY OF THE PHILIPPINES** for submitting the single calculated and responsive quotation. In the Memorandum dated March 21, 2019 signed by the End-User, OIC-Assistant Secretary Greg L. Pineda, said bidder has complied with the requirements of Term of Reference.

NBAC – TECHNICAL WORKING GROUP



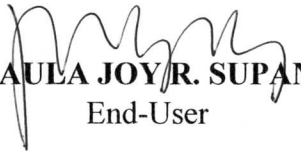
FLORANTE G. MAGTIBAY
Presiding Officer



DINA A. CAYONGCONG
Member



DARWIN T. VENUS
Member



PAULA JOY R. SUPAN
End-User

Recommending Approval:
NEDA Bids and Awards Committee


ASEC. CARLOS BERNARDO O. ABAD-SANTOS
Chairperson


ASST. DIR. REVERIE PURE G. SAPAEN
Vice-Chairperson/NBAC Representative



OIC DIR. VIOLETA S. CORPUS
Member


ASST. DIR. CYNTHIA A. VILLENA
Member


OIC-ASEC. GREG L. PINEDA
Provisional Member

Approved:

For the Secretary:


UNDERSECRETARY JOSE MIGUEL R. DE LA ROSA
Central Support Office