

REPUBLIC OF THE PHILIPPINES
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

JOB ORDER



① Supplier : HOTEL CONCEPTS, INC. Address : Gulod Labac, Batangas City, Batangas Tel./Fax No. : (043) 723-3466 / 723-3488 TIN : 213-694-965-000 VAT			② J.O. Number : 2019-03-019 Date : March 25, 2019 P.R. No. : 2019-03-056 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	Cost	
				Unit	Total
1	1	job	Provision of Food and Accommodation Including Venue for the Conduct of Seminar-Workshop on Image and Communication Enhancement, Protocol and Social Graces on March 26-29, 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 *****	350,000.00	350,000.00
End-User : HRDD					
Amount in Words: Three Hundred Fifty Thousand Pesos			GROSS : 350,000.00 Amount is subject to withholding taxes.		
④ Place of Delivery: NEDA sa Pasig Delivery Term: <input type="checkbox"/> - Pick-up <input type="checkbox"/> - Deliver w/in ___ calendar days from receipt of JO Date of Delivery/Completion: refer to TOR 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.					
Conforms: RACHELLE M. Comia Supplier signature over printed name Date: _____			Very truly yours, JOSE MIGUEL R. DE LA ROSA Undersecretary, Central Support Office		
⑥ Funds Available : _____ BRENDA M. CLAVERIA OIC-Chief, Accounting Division			⑦ Amount : _____ ALOBS No.: _____ DON P. CONSTANTINO OIC-Chief, Budget Division		



Republic of the Philippines

NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

NEDA BIDS AND AWARDS COMMITTEE

AOQ No. : 2019-03-030
Date : March 22, 2019

I. ABSTRACT OF QUOTATIONS

Procurement Project : Provision of Food and Accommodation Including Venue for the Conduct of the Seminar-Workshop on Image and Communication Enhancement, Protocol and Social Graces on March 26 to 29, 2019

PRAA No. : 19-03-056

ABC : ₱350,000.00

Source of Fund : HRD Fund

Mode of Proc. : Lease of venue

End-user Representative : HRDD

PARTICULARS	ABAGATAN TI MANILA	HOTEL CONCEPTS, INC.
I. TECHNICAL PROPOSAL	Did not submit eligibility documents	PhilGEPS No. 2008-48962 valid until August 24, 2019; Business Permit No. 2003-P0385 valid until June 30, 2019; ITR 2017 stamp received May 18, 2018 by RDO 033.
A. General		
1. Inclusive date: March 26 -29, 2019, (8:00 am to 6:00 pm);		✓
2. For a minimum guaranteed number of 30 participants and a maximum guaranteed of 35 participants;		✓

PARTICULARS	ABAGATAN TI MANILA	HOTEL CONCEPTS, INC.
3. Availability of conference room and/or hotel rooms on the period indicated above, with option to reschedule to different dates, with no additional charge, in case of declaration of public holidays, suspension of work, force majeure, and the like;		✓
4. Availability of conference room, room accommodation and dining area within the same area for easy access of the participants, Resource Persons and the training Secretariat;		✓
5. Free electricity charge and availability of power outlets for the use of brought-in electronic device/equipment (i.e. at least 30 laptops, 2 projectors, 1 printer);		✓
6. With availability of power backup (generator set) in case of power failure;		✓
7. Minimum of 5 daily complimentary parking slots to accommodate coasters and light vehicles;		✓
8. Free use/access of medical clinic (with in-house nurse or medical emergency personnel); and		X • with first aid kit • nearby hospital
9. Free Wifi access		✓
B. Conference/Function Room		
1. Air-conditioned conference/function room, with adequate lighting, which will accommodate 35pax with enough space for break up groups;		✓
2. Can accommodate the number of persons stated above, with sufficient number of tables and chairs in a classroom-type layout, and one (1) table and five (5) chairs for the secretariat;		✓
3. A separate function room on March 29, 2019 (day 4) for the simulation activity (formal set-up with presidential table and round tables)		✓
4. Other details: No. of hours of use : 10 hours (8:00 am to 6:00 pm) Training Materials : 35 pencils & notepads, Audio/video and other : 1 audio/video system equipment, preferably 3 wireless microphones, 1 rostrum Internet Connection : WiFi access Others : Philippine Flag with stand, Whiteboard with markers and erasers, free candies (throughout the duration of the training)		✓
C. Meals		
• Free flowing brewed coffee, tea, drinking water and candies during the function;		✓
• Morning and afternoon snacks to be served at the function room;		✓
• Four (4) Morning snacks and Four (4) afternoon snacks on March 26 -29, 2019 , to be served inside the conference/function room, consisting of the following:		✓

PARTICULARS	ABAGATAN TI MANILA	HOTEL CONCEPTS, INC.
<ul style="list-style-type: none"> o sandwich/pastries/pasta/native delicacies; and o one round of fresh fruit juice/iced tea 		
<ul style="list-style-type: none"> • Buffet lunches consisting of: <ul style="list-style-type: none"> o Soup o Salad/appetizer o Rice o At least three (3) main courses (combination of any of the following: seafood/fish, chicken/pork/beef and vegetables) (no cream dory) o Desserts/fresh fruits o One round of fresh fruit juice/iced tea 		✓ <ul style="list-style-type: none"> • No salad/appetizer • No fresh fruits • 2 main course with veggies • Fish – cream dory or tilapia only
<ul style="list-style-type: none"> • Buffet dinner on March 26 -28, 2019, consisting of: <ul style="list-style-type: none"> o Soup o Salad/appetizer o Rice o At least three (3) main courses (combination of any of the following: seafood/fish, chicken/pork/beef and vegetables) (no cream dory) o Desserts/fresh fruits o One round of fresh fruit juice/iced tea 		✓ <ul style="list-style-type: none"> • No salad/appetizer • No fresh fruits • 2 main course with veggies • Fish – cream dory or tilapia only
<ul style="list-style-type: none"> • Complimentary full buffet breakfast consisting of: <ul style="list-style-type: none"> o Fresh fruits in season o Bread with butter/spread o Rice o At least three (3) main courses which includes any of the following: seafood or fish, chicken or pork or beef, and vegetables (no cream dory) o Choice of hot chocolate, fresh fruit juice, tea or coffee 		✓
<ul style="list-style-type: none"> • Request for change of food by participants with restriction/allergies should be accommodated with no additional costs to NEDA 		✓
Other requirements:		
<ul style="list-style-type: none"> • Fine dining Menu will be taken from the buffet lunch; 		Plated or Family Style
<ul style="list-style-type: none"> • Wine for the simulation activity (should match the selected menu for that day); 		
<ul style="list-style-type: none"> • Complimentary use of silverware, goblets, glasses and chinaware (1 set for each participant for the simulation activity) 		✓
<ul style="list-style-type: none"> • Additional Staff for the simulation activity 		✓

PARTICULARS	ABAGATAN TI MANILA	HOTEL CONCEPTS, INC.								
D. Room Accommodation										
1. Accommodation for three (3) nights on twin sharing rooms with separate beds, for a minimum guaranteed of 30 persons and maximum of 35 persons, with option to change to single or triple sharing, in case of uneven pairing of male and female roommates with no additional cost;		✓								
2. Complimentary twin sharing room accommodation for the Secretariat for the duration of the training;										
3. With air-conditioning system per room;		✓								
4. Furnished with closet, television with cable channels, toilet and bathroom, beddings, towels and basic toiletries;		✓								
5. Hot and cold shower;		✓								
6. Daily complimentary bottled/mineral water, coffee, creamer, tea and sugar;		✓								
7. Complimentary wireless internet access; and		✓								
8. Extension of check-out time, with no extra cost.		Depends on the occupancy								
E. 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 <table border="1"> <thead> <tr> <th>Budget</th><th></th><th>Amount</th></tr> </thead> <tbody> <tr> <td rowspan="2">4 days / 3 nights (inclusive of requirements indicated in the Terms of Reference)</td><td>30 guaranteed requirements</td><td></td></tr> <tr> <td>35 Maximum requirements</td><td></td></tr> </tbody> </table> The ABC is Three Hundred Fifty Thousand Pesos (PhP350,000.00) for 35 participants, inclusive of all government taxes and service charges. NEDA guarantees payment of 30 participants. In case of additional accommodation and meals outside of the guaranteed number, NEDA will pay based on the unit price (per Annex "B" of Bid Form), not exceeding the contract price.	Budget		Amount	4 days / 3 nights (inclusive of requirements indicated in the Terms of Reference)	30 guaranteed requirements		35 Maximum requirements			₱350,000.00
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4 days / 3 nights (inclusive of requirements indicated in the Terms of Reference)	30 guaranteed requirements									
	35 Maximum requirements									
REMARKS: Other company invited to bid: 1. The Lake Hotel Tagaytay	Disqualified. Did not submit eligibility documents.	Recommend award, subject to EU validation.								

II. ACTIONS

A. Recommendation:

Recommend award to **HOTEL CONCEPTS, INC.** for submitting the single calculated and responsive quotation. In the Memorandum dated March 21, 2019 signed by the End-User, Division Chief, Ricky M. Abundo, said bidder has complied with the requirements of Term of Reference.

NBAC – TECHNICAL WORKING GROUP


FLORANTE G. MAGTIBAY
Presiding Officer


DARWIN T. VENUS
Member

DINA A. CAYONGCONG
Member


JOHN BENEDICT S. LOPEZ
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


DIR. MA. MONICA P. PAGUNSAN
Provisional Member

Approved:

For the Secretary:


UNDERSECRETARY JOSE MIGUEL R. DE LA ROSA
Central Support Office