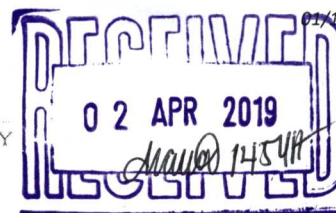




REPUBLIC OF THE PHILIPPINES  
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

**JOB ORDER**



<b>①</b> Supplier : <b>ASTORIA PLAZA</b> Address : 15 J. Escriva Drive, Ortigas Center, Pasig City Tel./Fax No. : 687-1111 local 8101 / 910-0370 TIN : 000-545-202-002 VAT		<b>②</b> J.O. Number : <b>2019-03-020</b> Date : <b>March 27, 2019</b> P.R. No. : <b>2019-03-069</b> Date : <b>March 12, 2019</b> Mode of Procurement : <b>Lease of Venue</b>	
---	--	--	--

**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 Knowledge Sharing and Internal Budget Hearing for the FY 2020 NEDA Budget Proposal on March 28-30, 2019 <i>Details of the requirement are contained in the attached Terms of Reference which shall form part of this Job Order</i> ***** <b>Nothing Follows</b> *****	498,200.00	498,200.00
End-User : <b>FPMS</b>					

Amount in Words: **Four Hundred Ninety Eight Thousand Two Hundred Pesos**

GROSS : **498,200.00**  
 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: **please 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,  
 Conformer: Linda Estera JOSEPH T. LALOG  
 Supplier signature over printed name OIC-Director, Financial, Planning and Management Staff  
 Date: \_\_\_\_\_

<b>⑥</b> Funds Available :  <b>BRENDA M. CLAVERIA</b> Chief, Accounting Division	<b>⑦</b> Amount : _____ ALOBS No.: _____  <b>DON P. CONSTANTINO</b> Chief, Budget Division
--	--



Republic of the Philippines

## NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

### NEDA BIDS AND AWARDS COMMITTEE

AOQ No. : 2019-03-033  
Date : March 25, 2019

#### I. ABSTRACT OF QUOTATIONS

**Procurement Project** : Provision of Food and Accommodation including Venue for the Conduct of Knowledge Sharing and Internal Budget Hearing for the FY 2020 on March 28-30, 2019  
**PRAA No.** : 19-03-069  
**ABC** : ₱500,000.00  
**Source of Fund** : Staff Allocation  
**Mode of Proc.** : Lease of venue  
**End-user Representative** : FPMS

PARTICULARS	USA DEVELOPMENT CORP. (ACE HOTEL & SUITES)	ASTORIA PLAZA
<b>I. TECHNICAL PROPOSAL</b>	PhilGEPS Platinum No. 2015-140801 valid until September 5, 2019; Business Permit No. APT 19-1391 valid until December 31, 2019; 2017 ITR received by RDO 034 on March 21, 2018. Signed RFQ and Annex B	PhilGEPS Platinum No. 2013-111082 valid until June 13, 2019; Business Permit No. HOT 19-0006 valid until December 31, 2019; 2017 ITR received by RDO 040 on April 17, 2018 Signed RFQ, TOR, and Annexes
<b>A. Venue</b>		
1. Event Date: March 28 – 29, 2019		✓

PARTICULARS	USA DEVELOPMENT CORP. (ACE HOTEL & SUITES)	ASTORIA PLAZA
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 <sup>1</sup> ;		✓
3. Location: Within the City of Pasig;		✓
4. For a minimum guaranteed number of 100 participants and maximum number of 110 participants on March 28, 2019 and a minimum guaranteed number of 70 participants and maximum number of 80 participants on March 29, 2019;		✓
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;		✓
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. Two (2) complimentary tarpaulins: Welcome banner with dimensions of 3 feet (height) by 4 feet (length) to be placed at the entrance/lobby of the hotel and Event backdrop with dimensions of 4 feet (height) and 8 feet (length) to be placed inside the conference/function room; and		✓
11. Complimentary use of the hotel amenities such as, but not limited to: laundry center, hotel clinic with in-house nurse or medical emergency personnel, etc.		✓
<b>B. Conference/Function Room</b>		
1. Air-conditioned conference/function room with the following: <ul style="list-style-type: none"> <li>a. Adequate lighting</li> <li>b. Sound-proof</li> <li>c. Can accommodate a maximum number of one hundred (110) participants</li> <li>d. With additional space for break-out sessions, Secretariat's work area and meals set-up</li> <li>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;</li> <li>f. With at least two (2) tables and six (6) chairs for the training Secretariat.</li> </ul>		✓

PARTICULARS	USA DEVELOPMENT CORP. (ACE HOTEL & SUITES)	ASTORIA PLAZA
2. Up to eight (8) 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. Two (2) LCD projectors; ii. Two (2) projector screens; and iii. Five (5) wireless microphones b. Two (2) White boards with markers and eraser c. Flip charts and pens d. Daily notepad and pen/pencil for each participant e. Complimentary access to 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 to all tables k. Free power consumption for laptops, printers, and mobile devices l. Free candies available for the entire duration of the workshop		✓
<b>C. Meals</b>		
1. March 28 – Buffet lunch, buffet dinner, morning and afternoon snacks for a minimum guaranteed of 100 persons and maximum of 110 persons;		✓
2. March 29 & 30 – Complimentary buffet breakfast for a minimum guaranteed of 50 persons and maximum of 52 persons;		✓
3. March 29 – Buffet lunch, Buffet dinner, morning and afternoon snacks for a minimum guaranteed of 70 persons and maximum of 80 persons;		✓
4. Free flowing drinking water and/or fruit infused-water, brewed coffee with brown and white sugar and creamer, and tea during the workshop/function;		✓
5. No repetition of menu for the main courses during the duration of the event; Service provider to submit menu proposal for evaluation		✓
6. Request for change of food by participants with restriction/allergies can be accommodated with no additional costs		✓



PARTICULARS	USA DEVELOPMENT CORP. (ACE HOTEL & SUITES)	ASTORIA PLAZA
<p>7. Meals for the following specified dates of the event (All menu to be served during the duration of the activity is subject to NEDA's approval):</p> <p>7.1. Morning and afternoon snacks on March 28 – 29, 2019, consisting of:</p> <ul style="list-style-type: none"> <li>a. Choice of any of the following: Sandwich, pastries, pasta with bread, or other native delicacies; and</li> <li>b. One (1) round of fresh fruit juice or iced tea</li> </ul>		✓
<p>7.2. Full Buffet Lunches on March 28 – 29, 2019, consisting of:</p> <ul style="list-style-type: none"> <li>a. Soup</li> <li>b. Appetizer</li> <li>c. Rice</li> <li>d. Salad station with assorted dressings</li> <li>e. At least three (3) main courses: Combination of any of the following: seafood/fish, chicken/pork/beef, and vegetables</li> <li>f. At least two (2) types of dessert: Cakes/pastries, sweets or fresh fruits, etcetera)</li> <li>g. One (1) round of fresh fruit juice</li> </ul>		✓
<p>7.3. Full Buffet Dinner on March 28 – 29, 2019, consisting of:</p> <ul style="list-style-type: none"> <li>a. Soup</li> <li>b. Appetizer</li> <li>c. Rice</li> <li>d. Salad station with assorted dressings</li> <li>e. At least three (3) main courses: Combination of any of the following: seafood/fish, chicken/pork/beef, and vegetables</li> <li>f. At least two (2) types of dessert: Cakes/pastries, sweets or fresh fruits, etcetera)</li> <li>g. Choice of one (1) round of fresh fruit juice</li> </ul>		✓
<p>7.4. Full Complimentary Buffet Breakfast on March 29 &amp; 30, 2019, consisting of:</p> <ul style="list-style-type: none"> <li>a. Choice of various types of bread with butter/spread</li> <li>b. Rice and/or Pasta</li> <li>c. Salad station with assorted dressings</li> <li>d. At least three (3) main courses: Combination of any of the following: seafood/fish, chicken/pork/beef, and vegetables</li> <li>e. Fresh fruits in season</li> <li>f. Choice of hot chocolate, fresh fruit juice, coffee and/or tea.</li> </ul>		✓
<b>D. Room Accommodation</b>		

PARTICULARS	USA DEVELOPMENT CORP. (ACE HOTEL & SUITES)	ASTORIA PLAZA																			
<p>1. For the two (2) nights of March 28 &amp; 29, 2019, fully air-conditioned bedrooms, separate beds, with free buffet breakfast, for a minimum guaranteed of 50 persons and maximum of 52 persons, as follows:</p> <table><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><tr><td>Twin occupancy</td><td>7</td><td>8</td><td>14</td><td>16</td></tr><tr><td>Triple occupancy</td><td>12</td><td>12</td><td>36</td><td>36</td></tr></table>	Room type	No. of Rooms		No. of Participants		Min	Max	Min	Max	Twin occupancy	7	8	14	16	Triple occupancy	12	12	36	36		✓
Room type		No. of Rooms		No. of Participants																	
	Min	Max	Min	Max																	
Twin occupancy	7	8	14	16																	
Triple occupancy	12	12	36	36																	
<p>2. Each room should have the ff.:</p> <p>2.1. Furnished with:</p> <ul style="list-style-type: none"><li>a. Television with cable channels;</li><li>b. Telephone;</li><li>a. Electrical outlets;</li><li>b. Personal refrigerator;</li><li>c. Electronic safe;</li><li>d. Wardrobe cabinet with hangers;</li><li>e. Clean beddings, linens and pillows; and</li><li>f. 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)</li></ul> <p>2.2. Daily complimentary bottled/mineral water, coffee, creamer, tea and sugar;</p> <p>2.3. Daily complimentary newspaper per room; and</p> <p>2.4. Complimentary access to Wi-Fi.</p>		✓																			
<p><b>E. Payment Scheme</b></p> <p>A. NEDA guarantees payment for minimum requirements 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 equivalent to the sum total of the maximum Requirement as prescribed in Section V, this TOR.</p> <p>B. Full payment of the contract shall be made after the issuance of the following:</p> <ul style="list-style-type: none"><li>1. Billing statement by the Service Provider; and</li><li>2. Certificate of Satisfactory Service issued by NEDA.</li></ul>		✓																			

PARTICULARS			USA DEVELOPMENT CORP. (ACE HOTEL & SUITES)	ASTORIA PLAZA
<b>II. FINANCIAL PROPOSAL</b>				
<b>Budget</b>	<b>No. of Participants</b>	<b>Amount</b>		
Three (3) days, Two (2) nights inclusive of requirements indicated in the Terms of Reference for NRO Personnel and selected NCO Personnel	<u>Minimum guaranteed-</u>			
	Day 1 - 100 pax			
	Day 2 - 70 pax			
	Accommodation – 50 pax			
	<u>Maximum guaranteed-</u>			
	Day 1 – 110 pax			
	Day 2 – 80 pax			
	Accommodation – 52 pax			
The ABC for the subject procurement is <b>Five Hundred Thousand Pesos (P500,000.00)</b> for the Conference Room and a maximum of 52 participants for room accommodation, inclusive of all applicable government taxes and service charges.			<b>P482,040.00</b> (for minimum)	<b>P458,200.00</b> (for minimum)
			<b>P495,640.00</b> (for maximum)	<b>P498,200.00</b> (for maximum)
<b>REMARKS:</b>  Other company invited to bid: 1. The Linden Suites.			<b>Disqualified.</b> Did not submit signed Terms of Reference and Annex A.	<b>Recommend award, subject for EU validation.</b>

## II. ACTIONS

### A. Recommendation:

Recommend award to **ASTORIA PLAZA** for submitting the single calculated and responsive quotation. In the Memorandum dated March 25, 2019 signed by the End-User, OIC-Director Joseph T. Lalog, said bidder has complied with the requirements of Term of Reference.

#### NBAC – TECHNICAL WORKING GROUP



**FLORANTE G. MAGTIBAY**  
Member



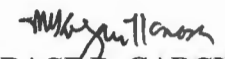
**DINA A. CAYONGCONG**  
Presiding Officer



**DARWIN T. VENUS**  
Member



**ROSAULO L. DE LEON**  
Member



**MARY GRACE D. GARCILLANOSA**  
End-User



Recommending Approval:  
NEDA Bids and Awards Committee

  
**ASEC. CARLOS BERNARDO O. ABAD-SANTOS**  
Chairperson

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

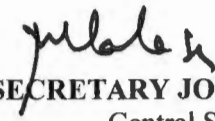
  
**OIC DIR. VIOLETA S. CORPUS**  
Member/NBAC Representative

  
**ASST. DIR. CYNTHIA A. VILLENA**  
Member

  
**JOSEPH T. LALOG**  
Provisional Member

Approved:

For the Secretary:

  
**UNDERSECRETARY JOSE MIGUEL R. DE LA ROSA**  
Central Support Office