


REPUBLIC OF THE PHILIPPINES
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

JOB ORDER

① Supplier : DEVELOPMENT ACADEMY OF THE PHILIPPINES Address : Sungay East, Tagaytay City Tel./Fax No. : (046)483-2643 TIN : 000-225-531-000 VAT		② J.O. Number : 2019-04-026 Date : April 8, 2019 P.R. No. : 2019-04-093 Date : April 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 LEDAC Technical Working Group Strategic Planning on April 11-13, 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*****	130,000.00	130,000.00
End-User : LEDAC					
Amount in Words: One Hundred Thirty Thousand Pesos				GROSS : 130,000.00 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. Very truly yours, Conforme:  ROWEENA M. DAU SONG Supplier signature over printed name Supervising Director, LEDAC Secretariat Date: _____					
⑥ Funds Available : BRENDA M. CLAVERIA OIC-Chief, Accounting Division				⑦ Amount : _____ ALOBS No.: _____ DON P. CONSTANTINO OIC-Chief, Budget Division	

NEDA sa Pasig, 12 Saint Josemaria Escriva Drive, Ortigas Center, Pasig City 1605
P.O. Box 419, Greenhills • Tels. 631-0945 to 68
www.neda.gov.ph



Republic of the Philippines

NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

NEDA BIDS AND AWARDS COMMITTEE

AOQ No. : 2019-04-041
Date : April 5, 2019

I. ABSTRACT OF QUOTATIONS

Procurement Project : Provision of Food and Accommodation including Venue for the conduct of LEDAC Technical Working Group Strategic Planning on April 11-13, 2019
PRAA No. : 19-04-093
ABC : ₱130,000.00
Source of Fund : LEDAC 2018 Continuing Funds
Mode of Proc. : Lease of venue
End-user Representative : LEDAC

PARTICULARS	DEVELOPMENT ACADEMY OF THE PHILIPPINES
I. TECHNICAL PROPOSAL	
A. General	
1. Inclusive date: April 11-13, 2019	✓
2. For a minimum guaranteed number of 22 participants and a maximum of 24 participants	✓
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	✓

PARTICULARS	DEVELOPMENT ACADEMY OF THE PHILIPPINES
5. Free electricity charge and availability of power outlets for the use of brought-in electronic device/equipment (i.e., at least 10 laptops, 1 projector)	✓
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	✓
9. Free Wifi access	✓
B. Conference/Function Room	
1. Air-conditioned conference/function room, with adequate lighting, which will accommodate 24 pax	✓
2. Can accommodate the number of persons stated above, with sufficient number of tables and chairs in a U-shape layout;	✓
3. Other details: No. of hours of use : First day: 5 hours (1:00 9m to 6:00 pm) Second day: 8 hours (8:00am to 4:00pm) Training Materials : 24 pencils & notepads, Audio/video and other conference materials : 1 audio/video system equipment, microphones Internet Connection : WiFi access Others : Philippine Flag with stand, Whiteboard with markers and erasers, free candies (throughout the duration of the training)	✓
C. Meals	
1. Free flowing brewed coffee, tea, drinking water and candies during the function;	✓
2. Morning and afternoon snacks to be served at the conference room;	✓
3. Two (2) afternoon snacks on April 11 and 12, 2019 and one (1) morning snacks on April 12, 2019 to be served inside the conference room, consisting of any one (1) serving of the following choices: ➤ sandwich/pastries/pasta/native delicacies; and ➤ one round of fresh fruit juice/iced tea;	✓

PARTICULARS	DEVELOPMENT ACADEMY OF THE PHILIPPINES
<p>4. Buffet breakfast on April 12 and 13, 2019 consisting of:</p> <ul style="list-style-type: none"> ➤ Fresh fruits in season; ➤ Bread with butter/spread; ➤ Rice; ➤ At least three (3) main courses which includes any of the following: seafood or fish, chicken or pork or beef, and vegetables; and ➤ Choice of hot chocolate, fresh fruit juice, tea or coffee. 	✓
<p>5. Buffet lunch on April 11 and 12, 2019, consisting of:</p> <ul style="list-style-type: none"> ➤ Soup; ➤ Salad/appetizer; ➤ Rice; ➤ At least three (3) main courses (combination of any of the following: seafood/fish, chicken/pork/beef and vegetables), [no cream dory]; ➤ Desserts/fresh fruits; and ➤ One round of fresh fruit juice/iced tea; ➤ One round of fresh fruit juice/iced tea 	✓
<p>6. Buffet dinner on April 11 and 12, 2019, consisting of:</p> <ul style="list-style-type: none"> ➤ Soup; ➤ Salad/appetizer; ➤ Rice; ➤ At least three (3) main courses (combination of any of the following: seafood/fish, chicken/pork/beef and vegetables), [no cream dory]; ➤ Desserts/fresh fruits; and ➤ One round of fresh fruit juice/iced tea; 	✓
<p>7. Request for change of food by participants with restriction/allergies should be accommodated with no additional costs to LEDAC</p>	✓
D. Room Accommodation	
<p>1. Accommodation for two (2) nights: four (4) solo rooms, seven (7) twin sharing rooms and one (1) triple sharing room , all with separate beds;</p>	✓
<p>2. With air-conditioning system per room;</p>	✓
<p>3. Furnished with closet, television with cable channels, toilet and bathroom, beddings, towels and basic toiletries;</p>	✓

PARTICULARS		DEVELOPMENT ACADEMY OF THE PHILIPPINES								
4. Hot and cold shower;		✓								
5. Daily complimentary bottled/mineral water, coffee, creamer, tea and sugar;		✓								
6. Complimentary wireless internet access; and		✓								
7. Extension of check-out time, with no extra cost.		✓								
E. PAYMENT SCHEME LEDAC guarantees payment for 22 participants. In case of additional accommodation and meals outside of the guaranteed number, LEDAC will pay based on the unit price (per Annex "B" of Bid Form), not exceeding the contract price. Full payment of the contract shall be paid after the issuance of the following: <ul style="list-style-type: none"> a. Billing statement by the Service Provider; and b. Certificate of Satisfactory Service issued by LEDAC. 		✓								
II. FINANCIAL PROPOSAL <table border="1"> <thead> <tr> <th>Budget</th><th></th><th>Amount</th></tr> </thead> <tbody> <tr> <td rowspan="2">3 days / 2 night (inclusive of requirements indicated in the Terms of Reference)</td><td>22 guaranteed participants</td><td></td></tr> <tr> <td>24 maximum participants</td><td></td></tr> </tbody> </table> <p>The ABC is One Hundred Thirty Thousand Pesos (PhP130,000.00) for 24 participants, inclusive of all government taxes and service charges.</p>		Budget		Amount	3 days / 2 night (inclusive of requirements indicated in the Terms of Reference)	22 guaranteed participants		24 maximum participants		₱125,760.00 <i>(for 22 pax)</i> ₱130,000.00 <i>(for 24 pax)</i>
Budget		Amount								
3 days / 2 night (inclusive of requirements indicated in the Terms of Reference)	22 guaranteed participants									
	24 maximum participants									
REMARKS:		Single calculated quotation subject to EU validation.								

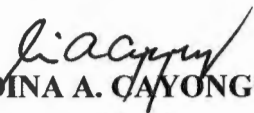
II. ACTIONS

A. Recommendation:


Recommend award to **DEVELOPMENT ACADEMY OF THE PHILIPPINES** for submitting the single calculated and responsive quotation. In the Memorandum dated April 5, 2019 signed by the End-User, Supervising Director Roweena M. Dalusong, said bidder has complied with the requirements of Term of Reference.

NBAC – TECHNICAL WORKING GROUP


FLORANTE G. MAGTIBAY
Presiding Officer


DINA A. CAYONGCONG
Member


ROSAURO L. DE LEON
Member


JENNYLYN L. VALENCIA
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


SUPVG. DIR. ROWEENA M. DALUSONG
Provisional Member

Approved:

For the Secretary:


UNDERSECRETARY JOSE MIGUEL R. DE LA ROSA
Central Support Office