

REPUBLIC OF THE PHILIPPINES  
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY

**JOB ORDER**

<b>①</b> Supplier : <b>THE MARISON HOTEL</b> Address : <b>Imelda Rocas Avenue corner Lakandula Drive, Gogon, Legazpi City</b> Tel./Fax No : <b>(052) 732-7777</b> TIN : <b>466-586-092-000</b> VAT			<b>②</b> J.O. Number : <b>2019-04-027</b> Date : <b>April 15, 2019</b> P.R. No. : <b>2019-04-091</b> Date : <b>April 1, 2019</b> Mode of Procurement : <b>Lease of Venue</b>		
<b>③</b> 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 FY 2019 NEDA Financial, Planning and Management Conference on April 22 to 25, 2019 <i>Details of the requirement are contained in the attached Terms of Reference which shall form part of this Job Order</i> <p style="text-align: center;">*****Nothing Follows*****</p>	939,400.00	939,400.00
			End-User : <b>FPMS</b>		
Amount in Words			GROSS : <b>939,400.00</b>		
Nine Hundred Thirty Nine Thousand Four Hundred Pesos			Amount is subject to withholding taxes.		
<b>④</b> Place of Delivery: <b>NEDA sa Pasig</b> Delivery Term: <input type="checkbox"/> - Pick-up <input type="checkbox"/> - Deliver w/in ___ calendar days from receipt of JO Date of Delivery/Completion: <b>refer to TOR</b> 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.					
<b>⑤</b> 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.					
Conforme: <i>IRIS BADOLOS</i> Supplier signature over printed name Date: <b>4/16/19</b>			Very truly yours,  <i>JOSE MIGUEL R. DE LA ROSA</i> <b>JOSE MIGUEL R. DE LA ROSA</b> Undersecretary, Central Support Office		
<b>⑥</b> Funds Available :  <b>BRENDA M. CLAVERIA</b> OIC-Chief, Accounting Division			<b>⑦</b> Amount : _____    ALOBS No.: _____  <b>DON P. CONSTANTINO</b> 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. : 2019-04-047  
Date : April 12, 2019

#### I. ABSTRACT OF QUOTATIONS

**Procurement Project** : Provision of Food and Accommodation including Venue for the Conduct of FY 2019 Financial, Planning and Management Conference (NFPAC) on April 22-25, 2019 in Legazpi City, Albay

**PRAA No.** : 19-04-091

**ABC** : ₱1,000,000.00

**Source of Fund** : Staff Allocation

**Mode of Proc.** : Lease of venue

**End-user Representative** : FPMS

PARTICULARS	THE MARISON HOTEL LEGAZPI MEI LI INC.
<b>I. TECHNICAL PROPOSAL</b>	PhilGEPS Red Membership Organization No. 237633; Mayor's Permit BP-2019-04155-0 valid until Dec. 31, 2019; 2017 ITR stamp received April 16, 2018 RDO 67
<b>A. Venue</b>	
1. Event Date: April 22-25, 2019	✓

PARTICULARS	THE MARISON HOTEL LEGAZPI MEI LI INC.
▪ <i>With option to reschedule to a different date with no additional charge, in case of declaration of public holidays, suspension of work and related circumstances<sup>1</sup></i>	
2. Location: Within Legazpi, Albay;	✓
3. No of Participants: Minimum guaranteed of one hundred (100), Maximum of one hundred ten (110)	✓
4. Function room, room accommodation and dining area are in one area/building and is easily accessible to the participants and the secretariat;	✓
5. Free electricity charge and availability of power outlets/extension cords for the use of brought-in electronic device/equipment, particularly for a server and for more than one hundred ten (110) laptop/computer units;	✓
6. With availability of power backup (generator set) in case of power failure;	✓
7. At least ten (10) daily complimentary parking slots to accommodate coasters and light vehicles;	✓
8. One (1) complimentary tarpaulins: Event backdrop with dimensions of 4 feet (height) and 8 feet (length) to be placed inside the conference/function room; and	✓
9. Complimentary use of the hotel amenities (e.g. gymnasium, swimming pool, among others), laundry center, hotel clinic with in-house nurse / medical emergency personnel.	✓
<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 and sound-proof and can accommodate 110 participants</li> <li>b. With additional space for breakout sessions, Secretariat's work area &amp; meals set-up</li> <li>c. Sufficient number of tables and chairs in classroom set-up/layout, and at least two (2) medium-sized rectangular conference tables, and eight (8) chairs placed at the back for the secretariat;</li> <li>d. Dining area/meals set-up, coffee and tea stations are inside the function room;</li> <li>e. Separate comfort rooms for men and women, adjacent to/near the function room</li> <li>f. Power outlets/extension cords must be near/accessible per table; and</li> <li>g. One (1) rostrum and one (1) Philippine flag with stand placed in front</li> </ul>	✓
2. Eight (8) hours (8:30 AM to 5:30PM, set up at 7:00 AM) with option to extend the use of function room for an additional of at least two (2) hours without additional charge	✓

<sup>1</sup> Related circumstances includes the availability of most participants which will have an impact on the activity. The re-scheduled date will be agreed by NEDA and the contracting party through letter correspondence.



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<p><b>3.</b> With the following supplies and amenities:</p> <ul style="list-style-type: none"> <li>a. Audio/video system with at least: <ul style="list-style-type: none"> <li>i. Two (2) LCD projectors;</li> <li>ii. Two (2) projector screens; and</li> <li>iii. Five (5) wireless microphones</li> </ul> </li> <li>b. Two (2) White boards with markers and eraser</li> <li>c. Flip charts and permanent pens</li> <li>d. Notepad and pen/pencil for each participant</li> <li>e. Complimentary access to Wi-Fi for all participants</li> <li>f. Free power consumption for more than 110 laptops/computer units, server, printers, and mobile devices, with adequate number of extension cords.</li> <li>g. Free candies available for the entire duration of the workshop.</li> </ul>	✓
<b>C. Meals</b>	
<p><b>1.</b> Ability to provide the following meal requirement for the abovementioned number of participants:</p> <p>1.1. AM snacks on April 24-25, 2019, consisting of, but not limited to the following:</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 / bottled water (April 25, 2019)</li> </ul>	✓
<p>1.2. PM Snacks on April 23-24, 2019, consisting of, but not limited to the following:</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>1.3. Full Buffet Lunches on April 23-25, 2019, and Full Buffet Dinner on April 24, 2019, consisting of, but not limited to the following:</p> <ul style="list-style-type: none"> <li>a. Soup;</li> <li>b. Appetizer;</li> <li>c. Rice and/or Bread/Rolls;</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 (no cream dory), chicken/pork/beef, and vegetables;</li> <li>f. At least two (2) types of dessert: Pastries or fresh fruits, etc.; and</li> </ul>	✓

PARTICULARS	THE MARISON HOTEL LEGAZPI MEI LI INC.						
g. One (1) round of fresh fruit juice or iced tea							
1.4. Full Complimentary Buffet Breakfast on April 23, 2019 (for the advance party, 4 persons) and on April 24-25, 2019, consisting of, but not limited to the following: a. Choice from various types of bread with butter/spread; b. Rice and/or Pasta; c. Salad station with assorted dressings; d. At least three (3) main courses: Combination of any of the following: seafood/fish (no cream dory), chicken/pork/beef, and vegetables; e. Fresh fruits in season; and f. Choice of hot chocolate, fresh fruit juice, coffee and/or tea.	✓						
2. Free-flowing (a) drinking water; (b) brewed coffee with creamer, brown sugar and preferably w/ sugar substitute; and (c) tea with milk during the workshop/function;	✓						
3. No repetition of food choices/items for the main courses during the duration of the event, service provider to submit menu proposal for evaluation;	✓						
4. Request for change of food by participants with particular restrictions/allergies should be accommodated with no additional cost; and	✓						
D. Room Accommodation							
1. For the night of April 22, 2019, two (2) fully air-conditioned twin occupancy bedrooms, separate beds, with free complimentary buffet breakfast, for four (4) persons composing of the advance party  2. For the nights of April 23-24, 2019, fully air-conditioned bedrooms, separate beds, with free complimentary buffet breakfast, for the number of participants specified above, as follows:  <table><tr><td>Room type: Single Occupancy</td><td>Min</td><td>Max</td></tr><tr><td>No. of rooms</td><td>4 / 4 pax</td><td>6 / 6 pax</td></tr></table>	Room type: Single Occupancy	Min	Max	No. of rooms	4 / 4 pax	6 / 6 pax	✓
Room type: Single Occupancy	Min	Max					
No. of rooms	4 / 4 pax	6 / 6 pax					

PARTICULARS				THE MARISON HOTEL LEGAZPI MEI LI INC.							
	Room type: Twin Occupancy <sup>2</sup>	Min	Max								
	No. of rooms	48 / 96 pax	52 / 104 pax								
3. Each room should have the ff.: 2.1.Furnished with: a. Television with cable channels; b. Telephone; c. Electrical outlets; d. Personal refrigerator; e. Electronic safe; f. Wardrobe cabinet with hangers; g. Clean beddings, linens and pillows; and h. Ensuite bathroom with hot and cold water supply and with toiletries (tissue, shampoo, toothbrush, tooth paste, and bath soap) and towels (bath, hand, foot) 2.2.Complimentary bottled/mineral water, coffee, creamer, tea and sugar; 2.3.Complimentary newspaper per room; and 2.4.Complimentary access to Wi-Fi.				✓							
E. Payment Scheme Full payment of the contract shall be made after the issuance of the following: 1. Billing statement by the Service Provider; and 2. Certificate of Satisfactory Service issued by NEDA.				✓ 30 days after the event							
II. FINANCIAL PROPOSAL											
	<table><tr><th>Budget</th><th>No. of Participants</th><th>Amount (Php)</th></tr><tr><td rowspan="2">Three (3) days, two (2) nights inclusive of requirements indicated in the Terms of Reference</td><td>Minimum guaranteed of 100 pax</td><td rowspan="2"></td></tr><tr><td>Accommodation-Single: 4 Twin: 48</td></tr></table>	Budget	No. of Participants	Amount (Php)	Three (3) days, two (2) nights inclusive of requirements indicated in the Terms of Reference	Minimum guaranteed of 100 pax		Accommodation-Single: 4 Twin: 48			Minimum guaranteed PhP849,800.00
Budget	No. of Participants	Amount (Php)									
Three (3) days, two (2) nights inclusive of requirements indicated in the Terms of Reference	Minimum guaranteed of 100 pax										
	Accommodation-Single: 4 Twin: 48										

<sup>2</sup> With option to be converted to Single Occupancy rooms at the same rate, in case of attendance of the Secretary, Undersecretaries, Assistant Secretaries and additional Resource Persons

PARTICULARS			THE MARISON HOTEL LEGAZPI MEI LI INC.
	Maximum of 110 pax  Accommodation- Single: 6 Twin: 52		<b>Maximum Php939,400.00</b>
<p>The ABC is <b>One Million Pesos (P1,000,000.00)</b> for a maximum number of one hundred ten (110) participants, inclusive of all applicable government taxes and service charges. NEDA guarantees payment for one hundred (100) participants 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.</p>			
<p><b>REMARKS:</b> Other companies invited to bid: 1. Lotus Blu Hotel –Sent regrets letter 2. The Oriental Hotel – Late submission</p>			

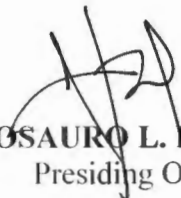
## II. ACTIONS

### A. Recommendation:


Failed bidding. Recommended for re-bidding.

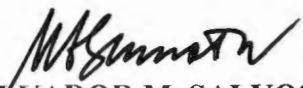
Recommend award to **THE MARISON HOTEL (LEGAZPI MEI LI INC.)** for submitting the single calculated and responsive quotation. In the Memorandum dated April 11, 2019 signed by the End-User, OIC-Director Joseph T. Lalog, said bidder has complied with the requirements of Term of Reference.

NBAC – TECHNICAL WORKING GROUP

  
**ROSAURO L. DE LEON**  
Presiding Officer

  
**FLORANTE G. MAGTIBAY**  
Member

  
**DARWIN T. VENUS**  
Member

  
**ABE SALVADOR M. SALVOSA**  
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

ON OFFICIAL TRAVEL

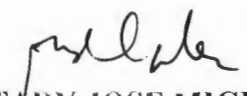
**DIR. VIOLETA S. CORPUS**  
Member

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

  
**OIC-DIR. JOSEPH T. LALOG**  
Provisional Member

Approved:

For the Secretary:

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