

**PHILIPPINE INFORMATION AGENCY**  
PIA Bldg, Visayas Avenue, Diliman Quezon City

**REQUEST FOR QUOTATION (RFQ)**

The Philippine Information Agency (PIA), through its Bids and Awards Committee (BAC), hereby invites all interested suppliers to quote their lowest price on the items listed in the Suppliers Quotation Form (Annex A) subject to the General Conditions stated herein.

NAME OF PROJECT:

**PROCUREMENT OF ROOM ACCOMMODATIONS AND MEALS FOR THE ATTENDEES  
OF CESB TRAINING ON 16-18 JULY 2024**

APPROVED BUDGET FOR THE CONTRACT:

**One Hundred Forty-Eight Thousand Four Hundred Pesos (Php 148,400.00)**

**General Conditions:**

1. Bidding will be conducted through Small Value Procurement under Section 53.9 of the Revised Implementing Rules and Regulations (IRR) of Republic Act. No. 9184, otherwise known as the "Government Procurement Reform Act."
2. Suppliers are required to submit the following prior to notification by the BAC of the award:
  - a. Valid & Current Mayor's/Business Permit for 2024;
  - b. Valid & Current PhilGEPS Registration Certificate/Number;
  - c. Income Tax Return (for ABCs above P500K)
  - d. Omnibus Sworn Statement (for ABCs above P50K);
  - e. Bids should be valid for a period of 90 days.
3. DELIVERY PERIOD: \_\_\_\_\_;
4. The total price quoted is subject to VAT and other applicable taxes and payable check;
5. Payment shall be prepared through Advice to Debit Account upon receipt of the supplier's Statement of Account, subject to deduction of applicable taxes.

For further inquiries, please coordinate with Charmaine M. Dela Cruz at telephone number 8920-4338. The Quotation may be submitted through e-mail at [charmaine.delacruz@pia.gov.ph](mailto:charmaine.delacruz@pia.gov.ph) on or before **09 July 2024 – 10:00 AM**

The Philippine Information Agency (PIA) reserves the right to accept or reject any or all Quotations/Bids, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept an offer that is most advantageous to the Government.

**ATTY. ALLAN VINCENT B. LORENZO**  
BAC-CHAIRPERSON

## SUPPLIER'S QUOTATION

ITEM NO.	DESCRIPTION	QTY.	UNIT COST (Php)	TOTAL COST (Php)
	<b>ROOM ACCOMMODATION</b>			
	<b><u>Day 0 (16 July 2024)</u></b>	8		
	8 Twin sharing for 16 pax (2 single beds per room)			
	2 single bed for 2 pax	2		
	<b><u>Day 1-2 (17-18 July 2024)</u></b>	16		
	8 Twin sharing for 16 pax (2 single beds per room) X 2 nights			
	Inclusions: With complimentary breakfast, bottled water			
	Meals: Day 0 (16 Jul 2024) Lunch and Dinner (18 pax)	18		
	Day 1-2 (17-18 July 2024) Dinner (16 pax) x 2 days	16		
	<b>Deliverables from the Supplier:</b>			
	A. Location			
	<ul style="list-style-type: none"> <li>• Within Manila/Quezon City.</li> <li>• Free parking space reserved within the hotel or near the venue.</li> <li>• With access to main roads and national highways</li> </ul>			
	B. Neighborhood data			
	<ul style="list-style-type: none"> <li>• Proper waste management systems such as regular garbage collection and with a Sanitary Permit from appropriate authority</li> <li>• Proximity to Police and Fire Stations</li> <li>• Proximity to Banks, Postal and Telecommunications service provider</li> </ul>			
	C. Accommodation			
	<ul style="list-style-type: none"> <li>• Have basic facilities in the rooms such as single or double bed, tea/coffee facilities, A/C, TV, and telephone.</li> <li>• Free Internet connection.</li> <li>• With complimentary breakfast.</li> </ul>			

	<p><b>D. Facilities</b></p> <ul style="list-style-type: none"> <li>• Continuous water supply and accessible comfort rooms</li> <li>• Compliance with the standards provided in the National Building Code of the Philippines</li> <li>• At least one (1) operational elevator available 24/7, if applicable</li> <li>• Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler</li> <li>• Available telephone and/or internet connection within the premises of the building</li> </ul> <p><b>E. Other Requirements</b></p> <ul style="list-style-type: none"> <li>• Provision of technical, janitorial and maintenance services</li> <li>• Adequate security service (24/7)</li> </ul> <p><b>Contract Period:</b> The contract shall be for 16-18 July 2024. Check-in: 16 July 2024 -12:00 NN Check out: 19 July 2024 -12:00 NN</p> <p><b>Terms of Payment:</b></p> <ol style="list-style-type: none"> <li>1. Payment shall be based on actual usage made by PIA.</li> <li>2. Payment shall be processed after submission of the statement of account subject to applicable taxes.</li> <li>3. Send bill payments.</li> </ol>			
--	---	--	--	--

DELIVERY PERIOD: \_\_\_\_\_

PRICE VALIDITY: \_\_\_\_\_

After having carefully read, understood and accepted the conditions specified in the Request for Quotation, Technical Specification and Terms of Reference, I/We quote on the item(s) at prices as above-indicated.

\_\_\_\_\_  
*Printed Name and Signature*

\_\_\_\_\_  
*Business Name and Address*

\_\_\_\_\_  
*Telephone/Mobile No. and E-mail address*

\_\_\_\_\_  
*Date*

## Technical Specifications

Note: Bidders must state either “Comply” or “Not Comply” in the column “Statement of Compliance” against each of the individual parameters of each Specification:

Item	Specification	Statement of Compliance
	<p><b>ROOM ACCOMMODATION</b></p> <p><b><u>Day 0 (16 July 2024)</u> - 8</b>            8 Twin sharing for 16 pax            (2 single beds per room)            2 single bed for 2 pax - 2</p> <p><b><u>Day 1-2 (17-18 July 2024)</u> - 16</b>            8 Twin sharing for 16 pax            (2 single beds per room)            X 2 nights</p> <p>Inclusions:            With complimentary breakfast, bottled water</p> <p>Meals:            Day 0 (16 Jul 2024)            Lunch and Dinner (18 pax)</p> <p>Day 1-2 (17-18 July 2024)            Dinner (16 pax) x 2 days</p> <p><b>Deliverables from the Supplier:</b></p> <p>A. Location</p> <ul style="list-style-type: none"> <li>• Within Manila/Quezon City</li> <li>• Free parking space reserved within the hotel or near the venue.</li> <li>• With access to main roads and national highways</li> </ul> <p>B. Neighborhood data</p> <ul style="list-style-type: none"> <li>• Proper waste management systems such as regular garbage collection and with a Sanitary Permit from appropriate authority</li> <li>• Proximity to Police and Fire Stations</li> <li>• Proximity to Banks, Postal and Telecommunications service provider</li> </ul>	

	<p>C. Accommodation</p> <ul style="list-style-type: none"> <li>• Have basic facilities in the rooms such as single or double bed, tea/coffee facilities, A/C, TV, and telephone.</li> <li>• Free Internet connection.</li> <li>• With complimentary breakfast.</li> </ul> <p>D. Facilities</p> <ul style="list-style-type: none"> <li>• Continuous water supply and accessible comfort rooms</li> <li>• Compliance with the standards provided in the National Building Code of the Philippines</li> <li>• At least one (1) operational elevator available 24/7, if applicable</li> <li>• Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler</li> <li>• Available telephone and/or internet connection within the premises of the building</li> </ul> <p>E. Other Requirements</p> <ul style="list-style-type: none"> <li>• Provision of technical, janitorial and maintenance services</li> <li>• Adequate security service (24/7)</li> </ul> <p><b>Contract Period:</b>  The contract shall be for 16-18 July 2024.  Check-in: 16 July 2024 -12:00 NN  Check out: 19 July 2024 -12:00 NN</p> <p><b>Terms of Payment:</b></p> <ol style="list-style-type: none"> <li>1. Payment shall be based on actual usage made by PIA.</li> <li>2. Payment shall be processed after submission of the statement of account subject to applicable taxes.</li> <li>3. Send bill payments.</li> </ol>	
--	--	--

I hereby certify that the statement of compliance to the forgoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

_____	_____	_____
Name of Company/Bidder	Signature Over Printed Name Of Authorized Representative	Date



## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 11023166  
**Procuring Entity** PHILIPPINE INFORMATION AGENCY  
**Title** PROCUREMENT OF ROOM ACCOMMODATIONS AND MEALS FOR THE ATTENDEES OF CESB TRAINING ON 16-18 JULY 2024  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b> 24-07-031	<b>Status</b>	<b>Pending</b>
<b>Trade Agreement:</b> Implementing Rules and Regulations		
<b>Procurement Mode:</b> Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b> Goods	<b>Bid Supplements</b>	0
<b>Category:</b> Hotel and Lodging and Meeting Facilities		
<b>Approved Budget for the Contract:</b> PHP 148,400.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>		
<b>Client Agency:</b>	<b>Date Published</b>	06/07/2024
<b>Contact Person:</b> Charmaine Maningas Dela Cruz Administrative Assistant V Visayas Avenue, Diliman, Quezon City Metro Manila Philippines 1128 63-2-9204338  charmaine.delacruz@pia.gov.ph	<b>Last Updated / Time</b>	05/07/2024 15:36 PM
	<b>Closing Date / Time</b>	09/07/2024 10:00 AM

#### Description

PHILIPPINE INFORMATION AGENCY  
PIA Bldg, Visayas Avenue, Diliman Quezon City

#### REQUEST FOR QUOTATION (RFQ)

The Philippine Information Agency (PIA), through its Bids and Awards Committee (BAC), hereby invites all interested suppliers to quote their lowest price on the items listed in the Suppliers Quotation Form (Annex A) subject to the General Conditions stated herein.

#### NAME OF PROJECT:

PROCUREMENT OF ROOM ACCOMMODATIONS AND MEALS FOR THE ATTENDEES OF CESB TRAINING ON 16-18 JULY 2024

#### APPROVED BUDGET FOR THE CONTRACT:

One Hundred Forty-Eight Thousand Four Hundred Pesos (Php 148,400.00)

#### General Conditions:

- Bidding will be conducted through Small Value Procurement under Section 53.9 of the Revised Implementing Rules

and Regulations (IRR) of Republic Act. No. 9184, otherwise known as the "Government Procurement Reform Act."

2. Suppliers are required to submit the following prior to notification by the BAC of the award:

- a. Valid & Current Mayor's/Business Permit for 2024;
- b. Valid & Current PhilGEPS Registration Certificate/Number;
- c. Income Tax Return (for ABCs above P500K)
- d. Omnibus Sworn Statement (for ABCs above P50K);
- e. Bids should be valid for a period of 90 days.

3. DELIVERY PERIOD: \_\_\_\_\_;

4. The total price quoted is subject to VAT and other applicable taxes and payable check;

5. Payment shall be prepared through Advice to Debit Account upon receipt of the supplier's Statement of Account, subject to deduction of applicable taxes.

For further inquiries, please coordinate with Charmaine M. Dela Cruz at telephone number 8920-4338 The Quotation may be submitted through e-mail at [charmaine.delacruz@pia.gov.ph](mailto:charmaine.delacruz@pia.gov.ph) on or before 09 July 2024 – 10:00 AM

The Philippine Information Agency (PIA) reserves the right to accept or reject any or all Quotations/Bids, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept an offer that is most advantageous to the Government.

ATTY. ALLAN VINCENT B. LORENZO  
BAC-CHAIRPERSON

ANNEX A  
SUPPLIER'S QUOTATION

ITEM NO.	DESCRIPTION	QTY.	UNIT COST	TOTAL COST
	(Php) (Php)			
	ROOM ACCOMMODATION			

Day 0 (16 July 2024) 8  
8 Twin sharing for 16 pax  
(2 single beds per room)  
2 single bed for 2 pax 2

Day 1-2 (17-18 July 2024) 16  
8 Twin sharing for 16 pax  
(2 single beds per room)  
X 2 nights

Inclusions:  
With complimentary breakfast, bottled water

Meals:  
Day 0 (16 Jul 2024) 18  
Lunch and Dinner (18 pax)

Day 1-2 (17-18 July 2024) 16  
Dinner (16 pax) x 2 days

Deliverables from the Supplier:

A. Location

- Within Manila/Quezon City.
- Free parking space reserved within the hotel or near the venue.
- With access to main roads and national highways

B. Neighborhood data

- Proper waste management systems such as regular garbage collection and with a Sanitary Permit from appropriate authority
- Proximity to Police and Fire Stations
- Proximity to Banks, Postal and Telecommunications service provider

C. Accommodation

- Have basic facilities in the rooms such as single or double bed, tea/coffee facilities, A/C, TV, and telephone.
- Free Internet connection.

- With complimentary breakfast.

D. Facilities

- Continuous water supply and accessible comfort rooms
- Compliance with the standards provided in the National Building Code of the Philippines
- At least one (1) operational elevator available 24/7, if applicable
- Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler
- Available telephone and/or internet connection within the premises of the building

E. Other Requirements

- Provision of technical, janitorial and maintenance services
- Adequate security service (24/7)

Contract Period:

The contract shall be for 16-18 July 2024.

Check-in: 16 July 2024 -12:00 NN

Check out: 19 July 2024 -12:00 NN

Terms of Payment:

1. Payment shall be based on actual usage made by PIA.
2. Payment shall be processed after submission of the statement of account subject to applicable taxes.
3. Send bill payments.

DELIVERY PERIOD: \_\_\_\_\_

PRICE VALIDITY: \_\_\_\_\_

After having carefully read, understood and accepted the conditions specified in the Request for Quotation, Technical Specification and Terms of Reference, I/We quote on the item(s) at prices as above-indicated.

\_\_\_\_\_  
Printed Name and Signature

\_\_\_\_\_  
Business Name and Address

\_\_\_\_\_  
Telephone/Mobile No. and E-mail address

\_\_\_\_\_  
Date

Technical Specifications

Note: Bidders must state either "Comply" or "Not Comply" in the column "Statement of Compliance" against each of the individual parameters of each Specification:

Item Specification Statement of Compliance

ROOM ACCOMMODATION

Day 0 (16 July 2024) - 8  
8 Twin sharing for 16 pax  
(2 single beds per room)  
2 single bed for 2 pax - 2

Day 1-2 (17-18 July 2024) - 16  
8 Twin sharing for 16 pax  
(2 single beds per room)  
X 2 nights

Inclusions:

With complimentary breakfast, bottled water

Meals:

Day 0 (16 Jul 2024) 18  
Lunch and Dinner (18 pax)



Day 1-2 (17-18 July 2024) 16  
Dinner (16 pax) x 2 days

Deliverables from the Supplier:

A. Location

- Within Manila/Quezon City.
- Free parking space reserved within the hotel or near the venue.
- With access to main roads and national highways

B. Neighborhood data

- Proper waste management systems such as regular garbage collection and with a Sanitary Permit from appropriate authority
- Proximity to Police and Fire Stations
- Proximity to Banks, Postal and Telecommunications service provider

C. Accommodation

- Have basic facilities in the rooms such as single or double bed, tea/coffee facilities, A/C, TV, and telephone.
- Free Internet connection.
- With complimentary breakfast.

D. Facilities

- Continuous water supply and accessible comfort rooms
- Compliance with the standards provided in the National Building Code of the Philippines
- At least one (1) operational elevator available 24/7, if applicable
- Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler
- Available telephone and/or internet connection within the premises of the building

E. Other Requirements

- Provision of technical, janitorial and maintenance services
- Adequate security service (24/7)

Contract Period:

The contract shall be for 16-18 July 2024.

Check-in: 16 July 2024 -12:00 NN

Check out: 19 July 2024 -12:00 NN

Terms of Payment:

1. Payment shall be based on actual usage made by PIA.
2. Payment shall be processed after submission of the statement of account subject to applicable taxes.
3. Send bill payments.

I hereby certify that the statement of compliance to the forgoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.

Name of Company/Bidder Signature Over Printed Name Date  
Of Authorized Representative

**Line Items**

Item No.	Product/Service Name	Description	Quantity	UOM	Budget (PHP)
1	room accommodation and meals	room accommodation and meals	1	Lot	148,400.00

**Created by** Ronelio N Hernandez

**Date Created** 05/07/2024

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.

## PURCHASE REQUEST

Entity Name: **Philippine Information Agency**

Fund Cluster: \_\_\_\_\_

Office/Section : <b>HRDD</b>		PR No.: <u>24-07-031 of</u>	Date: <b>02 July 2024</b>		
		Responsibility Center Code : _____			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
		<b>ACCOMMODATION</b>			
	Rooms				
		<b>Day 0 (July 16)</b>	8	4,000.00	32,000.00
		8 Twin sharing for 16 pax (2 single beds per room)			
		2 Single bed for 2 pax	2	2400.00	4,800.00
	Rooms	<b>Day 1-2 (July 17-18)</b>	16	4,000.00	64,000.00
		8 Twin sharing for 16 pax (2 single beds per room) x 2 nights			
		<i>Inclusions: with complimentary breakfast, bottled water</i>			
		<b>MEALS</b>			
	Pax	Day 0 (July 16, 2024)	18	1400.00	25,200.00
		Lunch and Dinner (18 pax)			
	Pax	Day 1-2 (July 17-18, 2024)	16	1400.00	22,400.00
		Dinner (16 pax) x 2 days			
		<b>TOTAL</b>			<b>148,400.00</b>

Purpose: To conduct approved Tier 2 budget regarding attendance to CESB training on July 17-18, 2024

Requested by:  
 Signature : \_\_\_\_\_  
 Printed Name : **Eleanor Lim-Martin**  
 Designation : Division Chief, HRDD

Approved by:  
 \_\_\_\_\_ 7-3-24  
**Wilson T. Buerano Jr.**  
 Deputy Director General

PIA-BAC SECRETARIA  
**JUL 03 2024**  
 By: Charm Time: 1:19 PM



Presidential Communications Office  
**Philippine Information Agency**  
*Ahensiyang Pang-impormasyon ng Pilipinas*



2 July 2024

### **CERTIFICATE OF AVAILABILITY OF FUNDS**

This is to certify that the amount of **ONE HUNDRED FORTY EIGHT THOUSAND FOUR HUNDRED PESOS (PHP148,400.00)** is available out of the PIA MOOE Allotment (FY2024 GAA) for the accommodation on July 17-18, 2024 for the CESB training as per attached PR No. 24-07-031 dated 2 July 2024.

This certification is for earmarking purposes only and will be considered null and void if not requested for obligation until August 30, 2024.

  
**BENJAMIN C. SY JR**  
Chief, Budget Section

  
**ADELE RACHEL M. AQUINO**  
Chief, Accounting Section

Noted by:

  
**LOVELIZA M. PERALTA-JAKOVAC**  
Head, Finance and Management Division

Ref No. 2024-07-063  
Object of Expenditure TRAINING

## TERMS OF REFERENCE

The Human Resource Development Division intends to procure for the provision of food and hotel accommodation for the Agency attendees to the 5th Career Executive Service Public Leaders' Summit.

### I. DELIVERABLES FROM THE SUPPLIER

#### A. Location

- Within Manila City / *Quezon City*
- Free parking space reserved within the hotel or near venue
- With access to main roads and national highways

#### B. Neighborhood data

- Proper waste management system such as regular garbage collection and with Sanitary Permit from appropriate authority
- Proximity to Police and Fire Stations
- Proximity to Banks, Postal and Telecommunications service provider

#### C. Accommodation

- Have basic facilities in the rooms such as single or double bed, tea/coffee facilities, A/C, TV, telephone.
- Free Internet Connection
- With complementary breakfast

#### D. Facilities

- Continuous water supply and accessible comfort rooms
- Compliance with the standards provided in the National Building Code of the Philippines
- At least one (1) operational elevator available 24/7, if applicable
- Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler
- Available telephone and/or internet connection within the premises of the building

#### E. Other Requirements

- Provision of technical, janitorial and maintenance services
- Adequate security service (24/7)

## II. CONTRACT PERIOD

The contract shall be for July 16-18, 2024.

Check-in : July 16, 2024 12:00 noon

Check out : July 19, 2024 12:00 noon

## III. TERMS OF PAYMENT

1. Payment shall be based on actual usage made by PIA
2. Payment shall be processed after submission of statement of account subject to applicable taxes.
3. Send bill payments

- IV. The PIA Bids and Awards Committee will evaluate the proposals submitted based on the compliance to this Terms of Reference and rates in reference to the table below:

### For Room Accommodation

Room Category	Room Rate/Night
Single	2,400.00
Twin Sharing	4,000.00

### For Food

Meals Packages	Price per person
Lunch Package	700.00
Dinner Package	700.00

Twin Sharing Room 1	RH Helen R. Tibaldo	
	RH Jennilyne C. Role	
Twin Sharing Room 2	RH Jemin Guillermo	
	Ms. April Bravo	
Twin Sharing Room 3	RH Fayette Rinen	
	RH Cheryl Amor	
Twin Sharing Room 4	RH Ramil Marianito	
	Mr. Emmanuel Taghoy	
Twin Sharing Room 5	RH Rene V. Carbayas	
	ARH Carlo Lorenzo Datu	
Twin Sharing Room 6	RH Jemin Guillermo	
	Ms. April Bravo	
Twin Sharing Room 7	RH Franklin P. Gumapon	
	RH Fryan E. Abkilan	
Twin Sharing Room 8	RH Angely L. Mercado	Day 0 only - 16 July 2024
	RH Venus L. Garcia	
Single Room 1		
	ARH Jeanevive D. Abangan	
<i>Note: ARH Jeanevive Abangan will transfer to Room 8 on July 17-18, 2024</i>		
Single Room 2	ARH. Reyhan Arinto	Day 0 only - 16 July 2024

**PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP)**

**END-USER/UNIT: HUMAN RESOURCE DEVELOPMENT DIVISION**

**Charged to GAA**

*Projects, Programs and Activities (PAPs)*

CODE	GENERAL DESCRIPTION	QUANTITY/ SIZE	ESTIMATED BUDGET	Mode of Procurement	SCHEDULE/MILESTONE OF ACTIVITIES												
					Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	
<b>Career Executive Service Board (CESB) Training for PIA Officials (Tier 2)</b>																	
	Specialized CESB training for PIA CESE personnel Gabay/Saldiwa Plane Fare	2	14,000.00	NP-53.9 - Small Value Procurement							x	x					
	Attendance to 5th CES Public Leaders' Summit (PLS) Roundtrip Plane Fare for 10 Regional Heads 14,000.00 x 10	10	140,000.00	NP-53.9 - Small Value Procurement								x					
	Attendance to 5th CES Public Leaders' Summit (PLS) Transportation Expense (Gasoline/fare) for 5 regions	5	7,000.00	NP-53.9 - Small Value Procurement								x					
	Attendance to 5th CES Public Leaders' Summit (PLS) Accommodation: 3,000 (twin sharing) 4 days (including ingress and egress) x 8 rooms	8	96,000.00	NP-53.9 - Small Value Procurement								x					
	Attendance to other CESB accredited trainings per management prerogative/approval. Budget to be allotted for registration fee, payment to training provider, meals and training supplies	1	219,000.00	NP-53.9 - Small Value Procurement									x	x	x	x	x
<b>Equipping PIA Personnel in Producing Effective Multimedia IECs Thru Technical Trainings (Tier 2)</b>																	
	Topics: 1. Writing 2. Photojournalism 3. Mobile Journalism 4. Video Editing 5. Basic scriptwriting 6. Streaming and managing live events  Transportation = 500,000.00 Luzon - P10,000 x 5 ROs R2 - P15,000 x 3 pax R5 - P15,000 x 3 pax Visayas - P15,000 x 3 pax x 3 ROs Mindanao - P15,000 x 3 pax x 5 ROs	1	500,000.00	NP-53.9 - Small Value Procurement							x	x	x				

	Payment for Representation Expenses -Honorarium for resource speaker (35,057.44)	1		Not Applicable																
<b>Basic Incident Command System: LEVEL 1</b> (For inclusion in QMS Tier 2)																				
	Payment for Representation Expenses -Honorarium for resource speaker (92,422.46)	1		Not Applicable																
	Meals for resource speakers 1,500.00 x 3 (4,500.00)	3		NP-53.9 - Small Value Procurement																
<b>Conduct of Training Course on Monitoring and Evaluation</b> (For inclusion in QMS Tier 2)																				
	Payment for Representation Expenses -Honorarium for resource speaker (92,422.46)	1		Not Applicable																
	Meals for resource speakers 1,500.00 x 3 (4,500.00)	3		NP-53.9 - Small Value Procurement																
<b>Attendance to GACPA/PAGBA training</b> (For inclusion in QMS Tier 2)																				
	Payment for registration fee (51,400.00)	1		Not Applicable																
<b>Attendance to AGAP/COA training</b> (For inclusion in QMS Tier 2)																				
	Payment for registration fee (51,400.00)	1		Not Applicable																
<b>Property management and disposal training</b> (For inclusion in QMS Tier 2)																				
	Payment for registration fee (50,000.00)	1		Not Applicable																
<b>DOLE/OSHC training for Building and facility Maintenance</b> (For inclusion in QMS Tier 2)																				
	Payment for Representation Expenses -Honorarium for resource speaker (24,000.00)	1		Not Applicable																

**TOTAL BUDGET:** 4,024,047.79

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PMP

Prepared by:

ELEANOR LIM-MARTIN  
Chief, HRDD

Certified Funds Available:

BENJAMIN SY JR.  
Chief, Budget Section

Approved by:

JOSE A. TORRES JR.  
Director-General



### QUOTATION COMPARISON

		Verjandel	Microtel	Citadines
<b>Accommodation</b>				
Twin sharing	Day 0 to Day 3	3,600.00	3,700.00	3,800.00
	x 8 rooms		x 8 rooms	x 8 rooms
	x 3 nights		x 3 nights	x 3 nights
		<b>86,400.00</b>	<b>88,800.00</b>	<b>91,200.00</b>
Single Room		2,400.00	3,400.00	3,800.00
	x 2 rooms		x 2 rooms	x 2 rooms
		<b>4,800.00</b>	<b>6,800.00</b>	<b>7,600.00</b>
<b>Food</b>				
Lunch/Dinner	Day 0	600	700	700
	x 2		x 2	x 2
		1,200.00	1,400.00	1,400.00
	x18 pax		x18 pax	x18 pax
	<b>21,600.00</b>	<b>25,200.00</b>	<b>25,200.00</b>	
Dinner	Day 1-2	600	700	700
	x 18		x18	x18
		<b>10,800.00</b>	<b>12,600.00</b>	<b>12,600.00</b>
	<b>TOTAL</b>	<b>123,600.00</b>	<b>133,400.00</b>	<b>136,600.00</b>



11 June 2024

**Mr. William M. Ronquillo**  
**Information Officer III**  
**Human Resource Development Division**  
**Philippine Information Agency**  
Diliman, Quezon City  
[william.ronquillo@pia.gov.ph](mailto:william.ronquillo@pia.gov.ph)  
09998879297

**Re: 10-12 July 2024/Live-in Seminar**

Dear Ma'am/sir,

Greetings from Verjandel Hotel and thank you for your interest in holding your event at our property. Please find below proposal as requested and in which we hope will merit your approval. Please do not hesitate to let us know if there will be anything further or should you have questions.

**FUNCTION, MEAL & ROOM PACKAGE**

**Php 704,400.00**

**Day 0 (July 9, 2024 @ Oasis Function Room Grd Flr.)**

With Lunch-Dinner (Managed Buffet) 45pax  
Php 1,200.00 x 45 pax

**Day 1-3 (July 10-12, 2024 8:00am-8:00pm)**

With AM/PM Snacks(Plated) /Lunch (Managed Buffet) 80pax  
Php 1,300.00 x 80pax x 3Days  
Dinner (Managed Buffet) 45pax x Php 600.00 x 3 days

**OPTIONAL : Additional Php 130.00/Viand**

= 74,000.00  
312,050.00  
} 366,000.00

**INCLUSIONS:**

Use of fully air-conditioned function room on the above schedule.  
*A minimal charge of PHP 1,750.00 per hour will be billed in excess of the indicated time.*

**HORIZON FUNCTION ROOM/2<sup>nd</sup> FLOOR**

Basic Sound System – 2 microphones with stand & speakers  
Projector and screen  
Free Wifi Connection  
White Board  
Flip Chart  
Pads & pencils  
Wifi access  
Mints  
Overflowing coffee/Tea  
Tables and Chairs (Round Table Setup)



## ROOM ACCOMMODATION

Check in: 9 July 2024 / Check out: 13 July 2024

6 Single Standard Room	Php 2,400.00/night
8 Triple Deluxe Room (Twin Deluxe w/ Extra Bed)	Php 3,600.00/night
8 Triple Sharing Room (Family Room w/ Extra Bed)	Php 3,950.00/night

<b>INCLUSIONS:</b>	Breakfast
	Welcome Bottled Water per person
	Wi-Fi access
	Netflix
	Cable TV
	Room Amenities

**Total Cost Php 704,400.00**

## PAYMENT POLICY

A special send bill arrangement is put in place upon approval of our Finance Department. Collection is within 15-30 calendar days after the event & guests check out. Any changes to this arrangement should be communicated to the hotel ahead of time. All other incidental charges not mentioned above shall be paid by **Philippine Information Agency** which shall be for full settlement prior check-out..

Checks/Online must be made payable to:  
Account Name: Verjandel Hotel Inc.  
Branch Name: **Landbank East Ave.**  
Account Number: 0571123720

## CANCELLATION POLICY


If the "Hotel" is advised that the entire event is partially or entirely cancelled, the following cancellation fee will be applicable. This fee will be a percentage of the total estimated expenses and will be on a sliding scale as follows:

Cancellation Charges:  
50% before 5 days  
100% before 2 days

These amounts shall constitute full settlement of any and all obligations arising out of the non-performance of this agreement.

**\*\*By signing on the space hereunder, the signatory agrees to all the rates, arrangements, terms, and conditions stipulated in this binding agreement.**

Prepared by:

  
**Mae H. Bien**  
Sales & Event  
Coordinator

Conforme:

**Mr. William M. Ronquillo**  
Date:



UP TECHNOHUB, QC

June 13, 2024

MR. JAYSON P. LEGUIAB  
Information Officer  
Human Resource Development Division  
Philippine Information Agency  
Visayas Avenue, Diliman Quezon City  
Email Address: jayson.leguiab@pia.gov.ph

RE: LIVE IN PROPOSAL

Dear Mr. Leguib,

Warmest Greetings!

Thank you for providing Microtel by Wyndham UP Technohub the opportunity to quote for your Event on July 9-13, 2024. We are delighted to have this possibility to work closely with your group.

We are pleased to present our rates in view of your specific requirements:

TOTAL CONTRACT COST:

ROOM ACCOMMODATION	PHP 309,200.00
BANQUET REQUIREMENT	PHP 471,000.00
<b>TOTAL CONTRACT AMOUNT</b>	<b>PHP 780,200.00</b>

I. ROOM ACCOMMODATION:

ROOM TYPES	DATE OF STAY	NO. OF NIGHTS	NO. OF ROOMS	RATE PER NIGHT	TOTAL
(2 Queen Beds Room) (Twin Occupancy)	July 9-13, 2024	4	12	Php 3,700.00	Php 177,600.00
(2 Queen Beds Room) (Triple Occupancy)	July 9-13, 2024	4	7	Php 4,700.00	Php 131,600.00
<b>TOTAL</b>					<b>Php 309,200.00</b>

- Above rates are inclusive of breakfast, service charge and applicable taxes.
- Room rates are based on single and twin sharing, triple and quad sharing
- Maximum of 4 guests per room with extra person charge of Php 1,000.00 per head with breakfast.
- Check-in time is at 2:00 PM and check-out time is at 12:00 noon. Request for early check-in / late check-out is subject to room availability and additional charge.

**UP TECHNOHUB, QC**

- Early Check In (6AM – 12NN) and Late Check Out (2PM – 6PM) charge of Php 1,750.00 shall apply.

**OTHER HOTEL AMENITIES & SERVICES:**

- Breakfast is served by Millie's at the Function Room from 6 AM up to 9 AM.
- Millie's Restaurant is open from 6 AM up to 9 PM.
- Complimentary Wi-Fi at the hotel and restaurant.
- Complimentary Parking for In House Guests. (*First-Come, first-serve*)
- Complimentary Pool Use from 8AM – 8PM (*schedule may vary depending on the weather*).  
*Exclusive for Registered Guests.*

**II. MEETING ROOM**

DATE	REQUIREMENTS	NUMBER OF PERSONS	RATE	TOTAL
July 9, 2024	LUNCH AND DINNER (Minimum of 30 pax for Buffet)	45 PERSONS	Php 1,400 net/ persons	PHP 63,000.00
July 10-12, 2024	Full Board Buffet Meeting (AM Snack, Buffet Lunch, PM Snack and Buffet Dinner) (Minimum of 30 pax for Buffet)	80 PERSONS	Php 1,700 net/ persons	PHP 408,000 for 3 days
<b>TOTAL</b>				<b>Php 471,000.00</b>

**PHYSICAL ARRANGEMENT**

The hotel will provide the following set-up:

- Round, classroom, cluster, u shaped or boardroom table setup
- Podium
- Alcohol dispenser per table
- White board with 1 marker

**TECHNICAL REQUIREMENTS**

- Non-MAC laptop, extra extension cords c/o client
- 1 LCD Projector (subject upon availability)
- Shared WIFI 4mbps (80 mbps)
- On call technician
- Basic sound system, 1 wireless and 2 wired microphones



UP TECHNOHUB, QC

**Additional Wifi Upgrade (Dedicated)**

Bandwith	Discounted Rate Per day
10 mbps	Php 2,200
20 mbps	Php 4,400
30 mbps	Php 7,700
50 mbps	Php 11,000

**FUNCTION ROOM EXTENSION FEE**

- Whole day Function (8:00AM to 5:00PM)
- Full Board Function (8:00AM to 5:00PM) and Dinner from (6:00PM to 8:00PM) at the Restaurant. **EXTENSION FEE: (Php 5,000 net/ hr)**

**MENU SELECTION**

Kindly see attached Menus for your perusal. Please take note that our rates are inclusive of government tax and 10% service charge. Outside food delivery is highly discouraged. *For takeout, minimal fee will apply.*

**BEVERAGE ARRANGEMENT**

One round of iced tea on Lunch and Dinner  
House Tea upon request and Flowing coffee during Meeting (8am to 5pm)

**BILLING ARRANGEMENT**

- To confirm your reservation, we will require **Purchase Order/ Certificate of Availability of Funds/ Signed Notice of Award/Proceed** and a signed copy of this contract on or before June 24, 2024. Your reservation is on a **TENTATIVE** status, subject to confirmation upon receipt of the signed copy of this proposal.
- Full payment 30 days upon receipt of billing. Billing should not exceed 30 days after receiving the Statement of Account or a penalty of 1% of the total contract will apply per day.
- For bank deposit, please remit payment to:

BANK : BPI U.P. TECHNO HUB  
ACCOUNT NAME : FIRST COMMONWEALTH HOTEL CORP.  
ACCOUNT NUMBER : CA 2283-1077-98

- For incidental charges within the guests' stay, payment should be done in cash or credit card upon guest/s' check out.
- **Confirmation/ Bookings are on a first-come, first-serve basis and subject to availability.**



UP TECHNOHUB, QC

CANCELLATION POLICY

*Room Accommodation:*

*For any wash down in number of rooms blocked, please take note of the following cut-off dates with maximum percentage allowable wash down and corresponding cancellation fee. Over and above, the company shall be charged accordingly.*

- 10 days before the check-in: Final cut-off date with 10% allowable wash down;
- 7 days before the check-in: 50% cancellation fee shall be charged for all room nights booked. For cancellation, deposit shall be retained and forfeited in favor of the hotel.
- Seventy-two (72) hours before the check-in: 100% cancellation fee shall be charged for all room nights booked. For cancellation, deposit shall be retained and forfeited in favor of the hotel.
- No refund in case of guest's no show. *(excluding weekends)*

*Banquets:*

*In case of cancellation or postponement by the ENGAGER for whatever reason, the following shall apply:*

- a. Fifty percent (50%) will be charged if cancellation is made seventy-two (72) hours prior to the function date. (excluding weekends)*
- b. Full payment will be charged if cancellation is made forty-eight (48) hours prior to the function date. (excluding weekends)*
- c. For cancellations made one (1) day prior to or on the date of the function, the full payment of total cost of function shall be charged. (excluding weekends)*

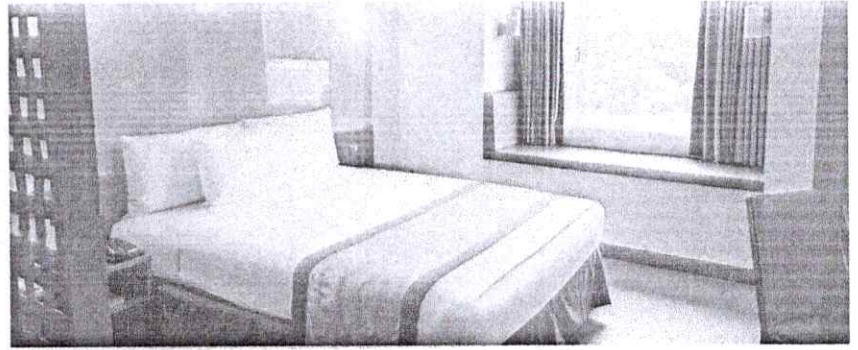
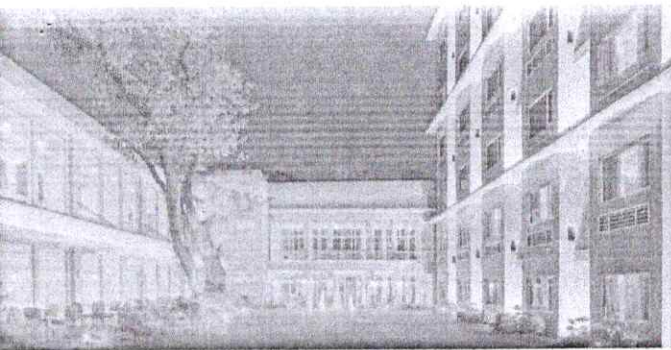
We look forward to receiving signed copy of the contract on or before June 24, 2024 for any questions, please do not hesitate to get in touch with us via our trunk line at (632) 804 6888 and +63 917 803 6751 or email at [aaoperiano@microtel.ph](mailto:aaoperiano@microtel.ph).

Rest assured that only the best possible service and attention will be extended to your company and your guests.

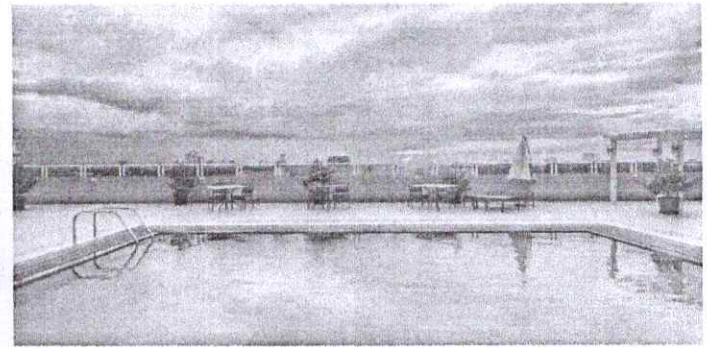
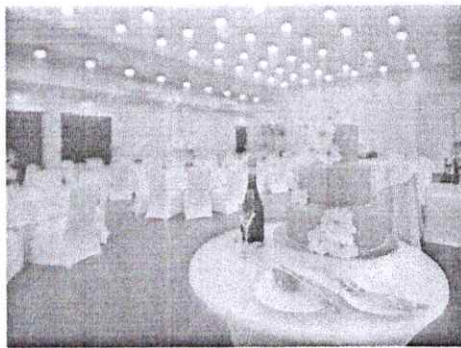
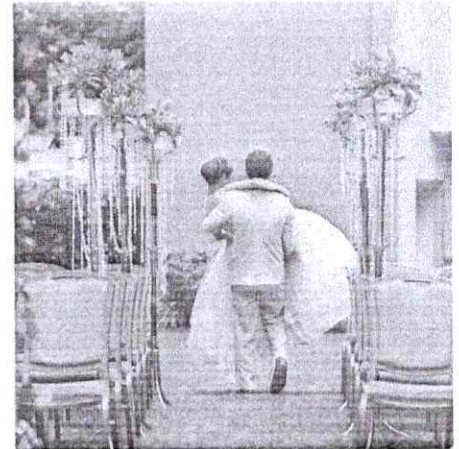
Thank you very much.

  
ARLENE OPERIANO  
SALES MANAGER

MR. JAYSON P. LEGUIAB  
Information Officer  
Human Resource Development Division  
Philippine Information Agency



THE SAME GREAT HOTEL  
EVERYWHERE YOU GO



[www.microtel-uptechnohub.com](http://www.microtel-uptechnohub.com)

  
**MICROTEL**  
BY WYNDHAM  
UP TECHNOHUB, QC



June 19, 2024

**Jayson P. Leguiab**  
Information Officer  
**Human Resource Development Division**  
**Philippine Information Agency**  
Philippine Information Agency Bldg, Visayas Ave,  
Diliman, Quezon City  
E: jayson.leguiab@pia.gov.ph  
M: 0908 850 8601

Dear Mr. Leguiab,

Warm greetings from Citadines Roces Quezon City!  
Thank you for considering our property as a possible venue for your **event** scheduled on **July 9-13, 2024**.

Kindly see below special rates based on your initial inquiry:

**ROOM ACCOMMODATION:**

DATE	TYPE OF ROOM	DAILY RATE	TOTAL
July 9-13, 2024 (4 nights)	Studio Deluxe Twin (23 units)	Php3,800.00nett per room per night	<b>Php349,600.00</b>
<b>TOTAL</b>	<b>23</b>		<b>Php349,600.00</b>

**Inclusions:**

- Buffet Breakfast at Alejo (breakfast for 2 for twin sharing rooms)
- Unlimited wireless internet access
- Access to our standard room amenities (iron & ironing board, microwave oven, etc.)
- Complimentary use of fitness corner, and swimming pool
- Complimentary mineral water – dispenser setup in-room
- Complimentary parking – 1 slot per room (subject to availability)

**BANQUET REQUIREMENTS:**

DATE	START TIME	END TIME	EVENT TYPE	ROOM	GUARANTEED NUMBER OF GUESTS	MINIMUM GUARANTEED RATE
July 9, 2024 (Tuesday)	8AM	6PM	Meeting	9 <sup>th</sup> Floor Borromeo to Gandia (91.2 sqm)	45 persons	Lunch and Dinner Meeting Package Php 1,800/pax
July 10, 2024 (Wednesday)	8AM	6PM	Meeting	9 <sup>th</sup> Floor Borromeo to Limbaga (161.2 sqm)	80 persons	Full board Meeting Package Php 2,500/pax
July 11, 2024 (Wednesday)	8AM	6PM	Meeting	9 <sup>th</sup> Floor Borromeo to Limbaga (161.2 sqm)	80 persons	Full board Meeting Package Php 2,500/pax
July 12, 2024 (Thursday)	8AM	6PM	Meeting	9 <sup>th</sup> Floor Borromeo to Limbaga (161.2 sqm)	80 persons	Full board Meeting Package Php 2,500/pax
<b>TOTAL</b>						<b>Php681,000.00 nett</b>

<b>GRAND TOTAL</b>	<b>PHP1,030,600.00</b>
--------------------	------------------------

discoverasr.com

**FOR THE LOVE OF CITIES**

Citadines Apart Hotel is managed by The Ascott Limited, a member of Capitaland

**asr** ascott  
star  
rewards

**Inclusions & Arrangements:**

- Use of **Function Rooms – Borromeo to Limbaga (or equivalent function room) at the 9<sup>th</sup> Floor**
- **Day 1: Buffet Lunch, Buffet Dinner**
- **Day 2: AM Snack, Buffet Lunch, PM Snack, Buffet Dinner (Full board meals)**
- **Day 3: AM Snack, Buffet Lunch, PM Snack, Buffet Dinner (Full board meals)**
- **Day 4: AM Snack, Buffet Lunch, PM Snack, Buffet Dinner (Full board meals)**
- Whiteboard and Flipchart with two (2) Markers
- Pads & Pencils and Mints
- LCD Projector and Screen
- Basic Sound System with two (2) microphones
- Podium (subject to availability)
- Complimentary Wi-Fi Connection in the function room
- Complimentary (10% of no. of persons) parking slots in the property per day. Subject to availability.
- Use of function room excluding ingress and egress period.

*Requirement for early set-up/ingress are subject to availability of the function rooms with applicable ingress charges.*

**NOTE:** Function room rental fee of Php 15,000.00nett/hour shall apply in excess of the allotted time, with a fraction of an hour being considered as a full hour.

**Other Charges:**

- Telephone Rental – P500.00 ++
  - Additional Flipboard Chart – P800.00++
  - Additional Microphones – P2,500.00++
  - Lapel Microphone – P3,500.00++
  - Extra LCD Projector - P800.00 nett per hour or P5,500.00 nett per day
- \*All above items are subject to availability upon confirmation of additional request/s*


Above rates are inclusive of applicable taxes, unless specified otherwise as ++. All food and beverage served in the Hotel must be purchased from the Hotel. Rates are subject to change without prior notice.

**Kindly note that we are not holding any function space for you at this point. The above rate/s quoted are valid until June 26, 2024.** Please advise should you wish to proceed with your booking so we can forward to you a detailed contract.

Once again, thank you very much and we look forward to welcoming you at Citadines Roces Quezon City.

For further queries, you may contact me at telephone numbers **T: (63-2) 8352 8888 M: (63) 917 135 3730** or email [dianne.ferancullo@the-ascott.com](mailto:dianne.ferancullo@the-ascott.com)

Sincerely,

  
**Dianne Ferancullo**  
Sales Executive  
Citadines Roces Quezon City

**July 2, 2024**

**William Ronquillo**  
**Philippine Information Agency**  
Philippine Information Agency Bldg, Visayas Ave,  
Diliman, Quezon City  
E: [william.ronquillo@pia.gov.ph](mailto:william.ronquillo@pia.gov.ph)  
M: 0908 850 8601

**Dear Mr. Ronquillo,**

Warm greetings from Citadines Roces Quezon City!  
Thank you for considering our property as a possible venue for your **accommodation** scheduled on **July 16-19, 2024**.

Kindly see below special rates based on your initial inquiry:

**ROOM ACCOMMODATION:**

DATE	TYPE OF ROOM	DAILY RATE	TOTAL
July 16-17, 2024 (1 night)	Studio Deluxe (2 units)	Php3,800.00nett per room per night	<b>Php7,600.00</b>
July 16-19, 2024 (3 nights)	Studio Deluxe Twin (8 units)	Php3,800.00nett per room per night	<b>Php91,200.00</b>
<b>TOTAL</b>	<b>10</b>		<b>Php98,800.00</b>

**Inclusions:**

- Buffet Breakfast at Alejo (breakfast for 2 for twin sharing rooms)
- Unlimited wireless internet access
- Access to our standard room amenities (iron & ironing board, microwave oven, etc.)
- Complimentary use of fitness corner, and swimming pool
- Complimentary mineral water – dispenser setup in-room
- Complimentary parking – 1 slot per room (subject to availability)

**BANQUET REQUIREMENTS:**

DATE	START TIME	END TIME	EVENT TYPE	ROOM	GUARANTEED NUMBER OF GUESTS	MINIMUM GUARANTEED RATE
July 16, 2024 (Tuesday)	12NN	6PM	Lunch & Dinner	9 <sup>th</sup> Floor Alejo	18 persons	Plated Lunch and Dinner Php 2,200/pax
July 17, 2024 (Wednesday)	12NN	6PM	Dinner	9 <sup>th</sup> Floor Alejo	16 persons	Plated Dinner Php 1,100/pax
July 18, 2024 (Thursday)	12NN	6PM	Dinner	9 <sup>th</sup> Floor Alejo	16 persons	Plated Dinner Php 1,100/pax
<b>TOTAL</b>						<b>Php74,800.00 nett</b>

**Inclusions & Arrangements:**

- Plated meals at Alejo
- (1) One round of iced tea

Above rates are inclusive of applicable taxes, unless specified otherwise as ++. All food and beverage served in the Hotel must be purchased from the Hotel. Rates are subject to change without prior notice.

**Kindly note that we are not holding any function space for you at this point. The above rate/s quoted are valid until July 5, 2024.** Please advise should you wish to proceed with your booking so we can forward to you a detailed contract.



**Citadines Rocas Quezon City**  
100 Don A. Rocas Avenue Obrero 1103  
Quezon City, NCR, Second District, Philippines  
† (63-2) 8352 8888

Once again, thank you very much and we look forward to welcoming you at Citadines Rocas Quezon City.

For further queries, you may contact me at telephone numbers **T: (63-2) 8352 8888 M: (63) 917 135 3730** or email [\*\*dianne.ferancullo@the-ascott.com\*\*](mailto:dianne.ferancullo@the-ascott.com)

Sincerely,

A handwritten signature in black ink, appearing to read "Dianne Ferancullo".

**Dianne Ferancullo**  
Sales Executive  
Citadines Rocas Quezon City