



Presidential Communications Office

Philippine Information Agency

Ahensiyang Pang-impormasyon ng Pilipinas



BAGONG PILIPINAS

26 September 2024

ADG ATTY. ALLAN VINCENT B. LORENZO

OADG- Legal Affairs and Administration

BAC Chairperson

Philippine Information Agency

Attention: Procurement Section

Subject: CANCELLATION OF PR 24-09-075

Dear Ma'am/Sir:

We would like to inform you that the "First Responders Training Course I" will no longer push through due to unavoidable circumstances, in this regard, we request for the cancellation of PR 24-09-075.

Thank you for kind assistance.

ADOLFO ARES P. GUTIERREZ, MCDRM, MPSA

Deputy Director General for Regional Operations



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ADG ATTY. ALLAN VINCENT B. LORENZO

OADG- Legal Affairs and Administration

BAC Chairperson

Philippine Information Agency

Attention: Procurement Section

Dear Ma'am/Sir:

This refers to PR 24-09-075 dated 24 September 2024 pertaining to the "First Responders Training Course I", scheduled on 2-4 October 2024.

We would like to inform you that the said event will no longer push through due to unavoidable circumstances.

Thank you for kind assistance.

ADOLFO ARES P. GUTIERREZ

Deputy Director General for Regional Operations



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BAGONG PILIPINAS

24 September 2024

CERTIFICATE OF AVAILABILITY OF FUNDS

This is to certify that the amount of **FIFTY FIVE THOUSAND TWO HUNDRED PESOS (PHP55,200.00)** is available out of the PIA MOOE Allotment (FY2024 GAA) for the First Responder Training Course I on 2-4 October 2024 as per attached PR 24-09-075 dated 24 September 2024.

This certification is for earmarking purposes only and will be considered null and void if not requested for obligation until October 31, 2024.


BENJAMIN C. SY JR
Chief, Budget Section

ON OFFICIAL TRAVEL
ADELE RACHEL M. AQUINO
Chief, Accounting Section

Noted by:


CIERYLYN A. SALLO
Officer-in-Charge, FMD

Ref No. Ref No. 2024-09-120(rev1)

Object of Expenditure REPRESENTATION EXPENSE

| PURCHASE REQUEST | | | | | |
|---|------|--|-----------------|--|------------|
| Entity Name: PHILIPPINE INFORMATION AGENCY | | Fund Cluster: _____ | | | |
| Office/Section : ODDG-RO | | Date Prepared: 24 SEPTEMBER 2024 Responsibility Center Code : _____ | | PR No. 24-CG-075 jd PR Date: 24 Sept 2024 | |
| Stock/ Property No. | Unit | Item Description | Quantity | Unit Cost | Total Cost |
| | | 3 DAY FIRST RESPONDER TRAINING COURSE | | | |
| | | OCTOBER 2-4, 2024 | | | |
| | | MEALS | | | |
| | 1 | AM SNACKS | 40 pax X 3 Days | 120.00 | 14,400.00 |
| | | LUNCH | 40 pax X 3 Days | 220.00 | 26,400.00 |
| | | PM SNACKS | 40 pax X 3 Days | 120.00 | 14,400.00 |
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| | | | TOTAL: | | 55,200.00 |

Purpose: FIRST RESPONDER TRAINING COURSE | 2-4 OCTOBER 2024

| | |
|---|--|
| REQUESTED BY: Signature: _____ Printed Name: ADOLFO ARES P. GUTIERREZ Designation: DEPUTY DIRECTOR-GENERAL, ODDG-RO | APPROVED BY: Signature: _____ Printed Name: WILSON T. BUERANO JR. Designation: DEPUTY DIRECTOR-GENERAL FOR FINANCE |
|---|--|

CHECKLIST OF SUPPORTING DOCUMENTS

- ☒ Annual Procurement Plan (APP) / Supplemental Project procurement Management Plan (SPPMP)
- ☒ Terms of Reference / Scope of Work
- ☒ Market Study / Cost Benefit Analysisist
- ☐ If REPAIR, Pre-Repair Inspection
- ☐ If Agency to Agency, or Lease of Venue (Private), Approved Justification Letter
- ☐ If Project Funded, copy of Memorandum of Agreement
- ☐ If charged to Petty Cash, Approved Certificate of Emergency Purchase
- ☐ Special Order / Authority to Conduct Activity / Notice of Meeting
- ☐ Others: Justification, Memorandum (request for Amendment of SPPMP)

REMARKS

PIA FINANCE MANAGEMENT DIVISION
RECEIVED
NAME: Cathy TIME: 2:08 PM
DATE: 24 Sept 2024



TERMS OF REFERENCE

PROCUREMENT FOR THE SUPPLY AND DELIVERY OF MEALS

The Philippine Information Agency intends to procure Packed Meals for the 3 Day First Responder Training Course.

I. PROJECT DESCRIPTION

The training entails the procurement of Packed Meals for the participants of the 3 Day First Responder Training Course on 2-4 October 2024.

A. **Am Snacks** with drinks.

B. **LUNCH**- 2 Viands (Fish, pork, Beef, Poultry) with vegetable, dish, plain rice, desert and drinks.

C. **Pm Snacks** with drinks.

II. APPROVED BUDGET FOR THE CONTRACT

A. Approved budget for the contract is Fifty- Five Thousand, Two Hundred Pesos only (55,200.00), inclusive of all government taxes and service charges.

III. SCHEDULE OF REQUIREMENTS

1. The supplier shall deliver the required packed Meals on the 2-4 October 2024.

Philippine Information Agency Building
Visayas Ave., Diliman, Quezon City
1128 Metro Manila



2. The supplier must comply to the following delivery schedule:

| PARTICULARS | DELIVERY SCHEDULE |
|--|--|
| 40 PACKS AM Snacks with Drinks LUNCH: 2 KINDS OF VIANDS (Beef, Pork, Fish, Poultry), vegetables, Dish, Plain Rice, Desert and drinks. PM Snacks with drinks | 2-4 OCTOBER AM SNACKS- 9:30 AM LUNCH- 11:00 AM PM SNACKS- 3:00 PM |

IV. RESPONSIBILITIES OF THE SUPPLIER

- A. The Supplier shall provide the food packs with reasonable care, skills and diligence. All goods supplied shall be new and fresh.
- B. The Supplier must deliver the food packs following the delivery schedule specified in the above scheduled requirements.
- C. THE supplier must submit the detailed food line up for Am Snacks, Lunch, and Pm Snacks with descriptions as necessary.
- D. The supplier shall ensure that the food container and other items must be clean and kept in an hygienic and proper manner at all times.
- E. Where food packs are rejected as being damaged, spoiled or otherwise falling to conform to the requirements in these terms, the Supplier shall, at its own cost, remove, replace and re-perform or take such corrective action as may be required to enable the food packs to conform to the requirements and satisfaction of the end-user.

V. TERMS OF PAYMENT

1. The Supplier shall provide the bank account wherein payment will be credited.



VI. LIQUIDATED DAMAGES

- A.** Where the contractor refuses or fails to satisfactorily complete the delivery within the specified contract time, plus any extension time duly granted and is hereby in default under the contract, the Contractor shall pay PIA for liquidated damages, and not by way of penalty, an amount as provided in the conditions of the contract equal to the tenth (1/10) of one percent 1% of the cost of the underperformed portion of everyday delay, Once the cumulative amount of liquidated damages reaches then percent (10%) of the amount of the contract, The PIA may rescind or terminate the contract without prejudice to other courses of action and remedies available under the circumstances such as but not limited to forfeiture of performance security and/or blacklisting of the latter.
- B.** For entitlement to such liquidate damages, PIA need not to prove the damages actually incurred. Said damages in any amount shall be deducted from any money due or which may become due to the Contractor under the contract and /or collect such liquidated damages from the retention money or other securities posted by the service Contractor at the PIA's convenience.

Prepared by:

CHRISTINE O. DELEON
ADMIN ASSISTANT IV
ODDG-RO

Approved by:

ADOLFO ARES P. GUTIERREZ
DEPUTY DIRECTOR-GENERAL
FOR REGIONAL OPERATIONS



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BAGONG PILIPINAS

23 SEPTEMBER 2023

JUSTIFICATION

The conduct of the First Responders Training Course is in collaboration with the Quezon City Disaster Risk Reduction and Management Office (QCDDRRMO). As part of the collaboration project, the QCDDRRMO will be responsible for the Resource Persons and the facilitation of the training and on the part of PIA through the Office of the Deputy Director-General for Regional Operations is responsible for the food, supplies and materials needed for the ~~3~~⁴-day training course for the members of the Disaster Resilience and Information Management (DRIM) Committee which are composed of the then, Emergency Response Team and Crisis Communication team.

Since we are dependent on the availability of Resource Persons for this course, we relied on QCDDRRMO for their availability, and since we only received the confirmation last week that the training will push through on October ~~2~~⁴, 2024. Considering the timely and the relevance of this activity for the aforementioned team, hence this justification.

ADOLFO ARES P. GUTIERREZ, MCDRM, MNSA
Deputy Director for Regional Operations.