

Tel. No.	927-8888	Mode of Procurement	NP Lease of Venue
Address	No. 6 Dr. G. Garcia St. Brgy. Paligasaha, Quezon City	Date	August 13, 2018
Supplier	BRENTWOOD ELEMENTS VENTURE CORP.	PO No.	2018-08-0883

18F Road, Constitution Hills, Quezon City

Supplier	BRENTWOOD ELEMENTS VENTURE CORP.	PO No.	2018-08-0883
Address	No. 6 Dr. G. Garcia St. Brgy. Paligasaha, Quezon City	Date	August 13, 2018
Tel. No.	927-8888	Mode of Procurement	NP Lease of Venue
TIN	008-068-862-000	PhilGEPS Reg. No.	2014-123604

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery	Brentwood Suites	Delivery Term	
Date of Delivery	August 14-17, 2018	Payment Term	within 15-30 days upon completion of the supporting documents

Stock / Property	Unit	Description	Quantity	Unit Amount	Amount
		Provision of Hotel Accomodation for Lease and Venue including meals for the conduct of Pantawid Pamilya Operations Manual Review and Writeshop		P2,750.00	P231,000.00
		Number of Pax: 83 participants Minimum Guaranteed Pax: 74 participants Room Accommodation: maximum of Triple Sharing with individual beds per pax Check-In Date and Time: August 14, 2018 (2:00pm check-in time) Check-Out Date and Time: August 17, 2018 (12:00nn check-out time) Type of Serving: Guided buffet for breakfast, lunch and dinner; Plated for AM and PM Snacks, minimum of 3 viands, with dessert and drinks. Schedule of Serving: August 14, 2018: Lunch, PM Snacks and Dinner, August 15-16, 2018: Full Meal (Breakfast, AM Snack, Lunch, PM Snack, Dinner) August 17, 2018: Breakfast and AM Snack Conference Room and Equipment: Must have strong and stable internet connection in the rooms (Hotel, function); Free use of air-conditioned conference/function room that can accommodate the total participants (1st day to last day) Free use of two (2) break out rooms on August 14-17, 2018 Should have no pillars that can block the view of participants; Sound proof and well-ventilated; Free Welcome streamer; Must provide audio-visual equipment such as LCD projector, whiteboards, markers and erasers, sound			
	pax		83	P700.00	P58,100.00
	pax		83	P800.00	P132,800.00
	pax		83	P300.00	P24,900.00

28 rooms x 2,750 x 3 nights

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Total Amount in Words	Four Hundred Forty-Six Thousand Eight Hundred Pesos.	P446,800.00
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At least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for everyday of delay. Once the cumulative amount of liquidated damages reaches 10 percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other causes of action and remedies available under the circumstances.

The supplier/service provider is required to submit the billing statement within five (5) working days after the conduct of the activity.

Conforme: ALVIN PATRICK S. PATAW 08/14/2018
 Signature Over Printed Name of Supplier
 Date

Very truly yours,
LEONARDO C. REYNOSO
 Signature over Printed Name of Authorized Official
 Concurrent OIC, Office of the Asst. Secretary for Administrative
 OPG and Director, Pantawid Pamilyang Pilipino Program
 Management Office
 Designation

Fund Cluster	20180-1-1	ORS/BURS No.	02-1101 (APC)-7018-08-13 80
Funds Available	446,800.00	Date of the ORS/BURS:	8/14/18
		Amount	P446,800.00

ODESSA T. VILLACERAN
 Signature Over Printed Name of Chief Accountant/
 OIC, Chief, Accountant - SPD

Supplier	BRENTWOOD ELEMENTS VENTURE CORP.	PO No.	2018-08-0883
Address	No. 6 Dr. G. Garcia St. Brgy. Paligasaha, Quezon City	Date	August 13, 2018
Tel. No.	927-8888	Mode of Procurement	NP Lease of Venue
TIN	008-068-962-000	PhilGEPS Reg. No.	2014-123604

DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT
IBP Road, Constitution Hills, Quezon City

Gentlemen:
Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery	Brentwood Suites	Delivery Term	within 15-30 days upon completion of the supporting documents
Date of Delivery	August 14-17, 2018	Payment Term	

Stock / Property	Unit	Description	Quantity	Unit Amount	Amount
		<p>...carry-over amount from page 1>>>></p> <p>system, at least three (3) microphones and audio jacks, enough extension cords, (with stand-by audio technician); Free writing pads, and pencils in all function room; With Secretariat's Table and Chairs in function room <u>Room Amenities:</u> Free 1 secretariat room Complimentary mineral bottled water replenished daily, toiletries and provision of first aid kit as need arises <u>Other Requirements:</u> Adequate security (24/7) o Hotel should not offer short-term lodging services, associated with motels and should not be situated beside or across gambling establishment shops, night club, funeral parlor, mortuaries and other similar ilks; o Hotel location should be appropriate for the conduct of professional discussion and conducive for productivity and creative thinking; o Hotel can provide the required number of rooms and should not transfer the participants to another hotel; o Service provider are strictly prohibited to deal any person involved in the activity for any changes/revision/addenda without prior consent/approval of the Procurement Service/Dir. Leonardo C. Reynoso, National Program Manager of Pantawid and Michael J. Mercado, Administrative Officer V of Administrative Support Division; Note: The End-user will submit the CONFIRMATION SLIP, the indicated confirmed total pax shall be considered as the minimum guaranteed pax but not exceeding the total target. Charged to Current Appropriation 101 Pantawid PR No. 2018072339 / AOQ No. 18-1095 NP LV</p>			P446,800.00
page 2 of 2					P446,800.00

Total Amount in Words: **Four Hundred Forty-Six Thousand Eight Hundred Pesos.**

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The supplier/service provider is required to submit the billing statement within five (5) working days after the conduct of the activity.

Conforme:
Alvin Rattack S. Pattani
Signature Over Printed Name of Supplier
8/14/2018
Date

Very truly yours,
Leonardo C. Reynoso
Signature over Printed Name of Authorized Official
Concurrent OIC, Office of the Asst. Secretary for Promotive - OPG and Director, Pantawid and Pamilyang Pilipino Program Management Office
Designation

Fund Cluster: 30000-1-1
Funds Available: 446,800.00
Odessa T. Villaceran
Signature Over Printed Name of Chief Accountant/
OIC-Chief, Accountant - SPD

ORS/BURS No. 02-1111014RS-2018-08-1250
Date of the ORS/BURS: 8/14/18
Amount: P446,800.00