



Republic of the Philippines
 Department of Agriculture
PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES
 Department of Agriculture Compound
 Elliptical Road, Diliman, Quezon City
 Tel. No. 8928-8751 to 65 locals 2601 to 2625. email pcaf.da@gmail.com

June 5, 2023

**NOTICE OF AWARD
 No. 2023-076**

MS. RHEA LYN GUADAMOR
 Sales Manager
 SEQUOIA HOTEL QUEZON CITY
 91-93 Mo. Ignacia Ave
 Cor. Timog Ave. QC

Dear Ms. Guadamor:

With reference to your quotation for the procurement of **60 PAX MEALS AND FUNCTION HALL**, we are pleased to confirm the award to your firm for the total amount of **ONE HUNDRED FOURTEEN THOUSAND PESOS (Php 114,000.00)** with the following specifications:

Item Description	QTY	Unit Cost	Total Cost
Meals and Function Hall	60 pax	1,900.00	114,000.00
Date: June 14, 2023			
Location: Quezon City			
Inclusions:			
Function Hall, Fully air conditioned			
Stage set-up			
Registration set-up			
White board, marker & eraser			
Use of Podium and flag			
Pads and pencils			
Complimentary use of Hotel Wi-fi and dedicated wire land for the presenter			
Complimentary use of LCD Projector with wide screen			
Use of HDMI or VGA Cord			
Use of minimal sound system			
Use of extension cords; use of audio jack			
Waived electrical charges for basic equipment			
Complimentary parking slots per vehicle			
Standby generator			
Use of microphone			
Food:			
Plated AM Snack			
Assisted Buffet Lunch			
Plated PM Snack			
Assisted Buffet Dinner			
1 round of drink/meal			
Free flow of coffee/tea/mints			
Direct Billing			
100% Payment upon completion			
Purpose: <i>For the conduct of Writeshop on the Finalization of the DA-DILG JMC on Extending Full Support to AFCs</i>			

In connection with this Notice, please supply and deliver the required items upon receipt of the approved Contract of Service in conformity with the stated specifications and in accordance with the agreed government terms and conditions.



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Please acknowledge receipt and acceptance of this Notice within 3 working days by signing in the space provided below and email us at bacsec@pcaf.da.gov.ph upon receipt thereof.

For inquiries, you may get in touch with Mr. Ken Ryan P. Eleazar, BAC Secretariat of PCAF at telephone numbers 8926-2147. Loc 2622

Thank you.

Very truly yours,


NESTOR D. DOMENDEN
Executive Director III

I acknowledge receipt of this Notice of Award on June 06, 2023

Name of Authorized Representative RHEA LYN GUADAMOR - SALES MANAGER

Signature 

Bank Details:

Name of Payee : Kim Brez Corporation DBA Sequoia Hotel
Name of Bank : Land Bank of the Philippines
Branch : East Avenue, Quezon City
Account Number : 0571-1195-87

