



Republic of the Philippines  
 Department of Agriculture  
**PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES**  
 Department of Agriculture Compound  
 Elliptical Road, Diliman, Quezon City  
 Tel. No. (02) 8928-8751 to 64 locals 2601-2625, email: pcafofficial@pcaf.da.gov.ph

October 6, 2023

**NOTICE OF AWARD  
 No. 2023-147**

**MS. JESSICA BUMA-A**  
 Sales  
 CITY TRAVEL HOTEL  
 15 Kisad Road, Baguio City

Dear **Ms. Buma-a**:

With reference to your quotation for the procurement of **1 LOT MEALS AND ACCOMMODATION FOR THE CONDUCT OF TRAINING ENTITLED, "SHAPING GENDER RESPONSIVE POLICY ADVOCACY AND POLICY MONITORING FOR AGRICULTURAL AND FISHERY COUNCILS (AFC's) OF CORDILLERA ADMINISTRATIVE REGION ON NOVEMBER 14-17, 2023 IN BAGUIO CITY**, we are pleased to confirm the award to your firm for the total amount of **TWO HUNDRED FIFTY-FIVE THOUSAND THREE HUNDRED PESOS (Php 255,300.00)** with the following specifications:

Item Description	QTY	Unit Cost	Total Cost
<b>MEALS AND ACCOMMODATION FOR THE CONDUCT OF TRAINING ENTITLED, "Shaping Gender Responsive Policy Advocacy and Policy Monitoring for Agricultural and Fishery Councils (AFCs) of Cordillera Administrative Region" ON NOVEMBER 14 - 17, 2023 IN BAGUIO CITY</b>	<b>1 LOT</b>	<b>255,300.00</b>	<b>255,300.00</b>
Php 2,200.00/pax/day @ 3 nights and 4 days @ 37 pax			
Php 400.00/pax @ 37 pax for Networking session			
<b>Inclusions:</b>			
HOTEL ROOM ACCOMMODATION (airconditioned, twin sharing individual bed)			
MEALS on the 1st day (Lunch, PM Snacks and Buffet Dinner)			
MEALS on the 2nd day (Buffet Breakfast, AM Snacks, Managed Buffet Lunch, PM Snacks, Managed Buffet Dinner)			
MEALS on the 2nd Day (Networking Session)			
MEALS on the 3rd day (Buffet Breakfast, AM Snacks, Managed Buffet Lunch, PM Snacks, Managed Buffet Dinner)			
MEALS on the 4th day (Buffet Breakfast and AM Snacks)			
MEALS should include two (2) main courses, vegetables, soup, dessert and one round drinks/juice during lunch and dinner			
Note: No Cream Dory in the menu			
Use of Conference room for 2.5 days (could accommodate participants up to 50 pax for fish bone and/or round table set up, well-lighted, airconditioned, with good ventilation)			
Provision of lift or elevator when building has more than 2 floors for Senior Citizens and PWD use			
Provision of LCD screen, at least 2 whiteboards with markers and eraser, pads, and pen			
Provision of alcohol for sanitation (for Covid-19 safety protocols)			
Free use of electricity for laptops, LCDs, and printers			
Free use of sound system, extension cords and microphones with extra batteries			
Free use of projectors and wireless presenters / pointers			



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Flowing coffee/tea and purified water, candies/mints and peanuts during sessions			
With complimentary welcome streamer and backdrop tarpaulin			
Free parking and access to other hotel amenities free of charge			
Complimentary WI-FI connectivity			
With standby generator			
<b>Preferred Location: Baguio City</b>			
(must be strategically located and accessible by public transport)			
<b>Date: November 14 - 17, 2023</b>			
<i>Purpose: For The Conduct Of Training Entitled, "Shaping Gender Responsive Policy Advocacy and Policy Monitoring for Agricultural and Fishery Councils (AFC's) of Cordillera Administrative Region"</i>			

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

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](mailto: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,

**JULIETA E. OPUENCIA**  
 OIC - Executive Director

I acknowledge receipt of this Notice of Award on October 10, 2023

Name of Authorized Representative Jessica Buma-a

Signature [Handwritten Signature]

Bank Details:

Name of Payee : City Travel Hotel  
 Name of Bank : Landbank  
 Branch : Baguio - Marcos Highway  
 Account Number : LandBank 0221-4030-37

