



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 23, 2023

**NOTICE OF AWARD
 No. 2023-158**

MS. KHEANA VERGARA
 Authorized Representative
 HOTEL ENTERPRISES OF THE PHILIPPINES, INC.
 (MIDAS HOTEL)
 Pasay City

Dear **Ms. Vergara:**

With reference to your quotation for the procurement of **1 LOT MEALS , ACCOMMODATION, & FUNCTION/PLENARY HALL FOR THE 2023 NATIONAL AGRI-FISHERY VOLUNTEERS' DAY ON DECEMBER 11-13, 2023 IN MANILA**, we are pleased to confirm the award to your firm for the total amount of **TWO MILLION TWO HUNDRED TWENTY-SIX THOUSAND PESOS (Php 2,226,000.00)** with the following specifications:

Item Description	QTY	Unit Cost	Total Cost
MEALS , ACCOMMODATION, & FUNCTION/PLENARY HALL FOR THE 2023 NATIONAL AGRI-FISHERY VOLUNTEERS' DAY	1 LOT	2,226,000.00	2,226,000.00
Date: December 11-13, 2023			
Live-in package for 2 full days for 420 pax			
Location: Manila			
Php2,400/pax/day @ 2 nights and 3 days @ 420 pax			
Php500.00/pax for the networking session @ 420 pax			
INCLUSIONS:			
ROOM ACCOMMODATION			
Fully air conditioned rooms			
2 Single occupancy rooms (for VIPs)			
8 Twin sharing rooms with individual beds			
134 Triple sharing rooms with individual beds			
Provision of the following:			
Electric kettle			
Coffee, tea, sugar inside rooms			
Bottled water (every day refill)			
Free wi-fi access in all rooms and conference room			
Cable television			
Hot and cold shower			
Daily housekeeping			
Daily change of toiletries			
FOODS			
MEALS on the 1st day (Lunch, PM Snacks and Managed Buffet Dinner)			
MEALS on the 2nd day (Buffet Breakfast, AM Snacks, Managed Buffet Lunch, PM Snacks and Managed Buffet Dinner)			
MEALS on the 2nd day (Networking Session)			
MEALS on the 3rd day (Buffet Breakfast and AM Snacks)			
Meal arrangement (managed buffet)			
Soup			
3 main courses			
Vegetables			
Rice			
Dessert			
Drinks			
No cream-dory			
Food may be served inside the rooms (for VIPs)			



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FUNCTION/PLENARY HALL			
Should have high ceiling for LED video wall			
Free use of convention/hall for 3 days for the following:			
Technical Run, Program Proper and Networking Session			
360 degree Photo Booth and Exhibit			
Free secretariat room (near the venue)			
Free use of basic lights and sound system			
Free use of LCD projector and widescreen			
Free use of podium, rostrum and flags			
Free use of stanchion and red carpet			
Provision of the following			
Wi-Fi			
Tablecloth and seat cover			
Candies and mints			
Basic/Fresh flower arrangement on tables			
Whiteboard with board markers and erasers			
Notepads and pencils			
Alcohol in conspicuous spaces in the venue			
Free flowing brewed coffee and water			
Electrical extension cords			
Complimentary tarpaulin and welcome streamer			
Door Signages			
Free use of hotel amenities (e.g. gym, parking etc.)			
Free use of electricity			
Standby generator			
Standby Medical Personnel			
Available emergency kit			
Direct billing: 100% payment upon completion			
Purpose: for the conduct of of the 2023 National Agri-Fishery Volunteers' Day			

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 hacsec@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 NOV. 17, 2023

Name of Authorized Representative Encarna Vergara

Signature [Handwritten Signature]

Bank Details:

Name of Payee : _____
 Name of Bank : _____
 Branch : _____
 Account Number : _____

