



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: pcaf@da.gov.ph

May 20, 2024

NOTICE OF AWARD
No, 2024-068

MS. APRIL L. BANABATAC
 Sales and Marketing
BUTUAN SOUTHVILLE HOTEL
AND RESTAURANT
 Villa Kananga, Butuan City

Dear **Ms. Banabatac**:

With reference to your quotation for the **ONE (1) LOT MEALS AND ACCOMMODATION FOR THE CONDUCT OF ORIENTATION FOR NEWLY RECRUITED AFCS AND NEWLY DESIGNATED COORDINATORS ON JUNE 5-7, 2024 IN BUTUAN CITY**, we are pleased to confirm the award to your firm for the total amount of **TWO HUNDRED FIFTY-TWO THOUSAND PESOS (Php 252,000.00)**, with the following specifications:

Item Description	QTY	Unit Cost	Total Cost
ONE (1) LOT MEALS AND ACCOMMODATION FOR THE CONDUCT OF ORIENTATION FOR NEWLY RECRUITED AFCS AND NEWLY DESIGNATED COORDINATORS ON JUNE 5-7, 2024 IN BUTUAN CITY	1 LOT	252,000.00	252,000.00
Php 1,800.00/pax/day @ 3 days and 2 nights @ 63 pax			
Php 400.00/pax @ 63 pax for Networking session			
Inclusions:			
HOTEL ROOM ACCOMMODATION (air conditioned, triple 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,			
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			
Free use of Conference room for 2 days			
(can accommodate participants up to 63 pax for fish			
bone and/or round table set up, well-lighted,			
air conditioned, 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 Flowing coffee/tea and purified water.			
candies/mints and peanuts during sessions			
With complimentary welcome streamer and back			
drop tarpaulin Free parking and access to other			
hotel amenities free of charge			
Complimentary Wi-Fi connectivity			
With standby generator			
With nearby medical responder at the venue			
Preferred Location: Butuan City			
(must be strategically located at a nearby			
hospital/clinic and is accessible by public transport)			
Date: June 5-7, 2024			
(inclusive of government tax)			
<i>Purpose: for the conduct of orientation for Consultative Bodies</i>			
<i>Activity: Conduct of Orientation to PCAF Stakeholders</i>			

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.

In connection with this Notice, please submit the following documents;

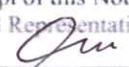
- Omnibus Sworn Affidavit that the bidder is not related to the HOPE by consanguinity or affinity up to the third civil degree;
- Signed Contract of Agreement.

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,


CYRIL L. SOLIABAN
 OIC - Deputy Executive Director

I acknowledge receipt of this Notice of Award on
 Name of Authorized Representative APRIL L. BANABATAC
 Signature 
 Bank Details:
 Name of Payee : BILJAN SOUTHVILLE HOTEL AND RESTAURANT
 Name of Bank : LAND BANK OF THE PHILS
 Branch : E LUNX
 Account Number : 5942111586

