



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

June 10, 2024

**NOTICE OF AWARD  
 No. 2024-082**

**MR. MELMAR M. MERCADO**  
 Sales Manager  
**FOREST CREST NATURE HOTEL  
 AND RESORT INC.**  
 KM 72 Brgy Kaylaway,  
 Nasugbu, Batangas

Dear **Ms. Mercado**:

With reference to your quotation for the **ONE (1) LOT FOOD AND ACCOMMODATION FOR NATIONAL AGRICULTURAL AND FISHERIES MECHANIZATION SUMMIT ON JUNE 18-22, 2024**, we are pleased to confirm the award to your firm for the total amount of **ONE (1) MILLION PESOS (Php 1,000,000.00)**, with the following specifications:

Item Description	QTY	Unit Cost	Total Cost
<b>FOOD AND ACCOMMODATION (Full Board)</b>	<b>1 Lot</b>		<b>1,000,000.00</b>
5 days - 4 nights @ 100 pax , Php 2,400.00 per pax			
1 day - Networking session @ 100 pax, Php 400 per pax			
Inclusion:			
<b>HOTEL ROOM - Accommodation</b>			
● Twin or Triple sharing (individual beds)			
● complimentary inhouse high speed Wi-fi Internet Access			
● with hot and cold shower			
● Air Conditioned Rooms			
● one (1) Secretariat room			
● hotel amenities			
<b>MEALS: Managed Buffet</b>			
● 1st day (AM Snacks, Lunch, PM snacks, & Dinner)			
● 2nd day (Breakfast, AM Snacks, Lunch, PM Snacks, & Dinner)			
● 3rd day (Breakfast, AM Snacks, Lunch, PM Snacks, & Dinner)			
● 4th day (Breakfast, AM Snacks, Lunch, PM Snacks, & Dinner)			
● 5th day (Breakfast)			
<b>*NO CREAM DORY</b>			
<b>Meals</b> should include three (3) main courses plus soup, dessert & 1 round of softdrink/juice, in can during lunch and dinner			
<b>Use of CONFERENCE ROOM for 4 days session (7am - 8pm)</b>			
● preferably at least 3.5 meters ceiling height and			
● well-lighted			
● could accommodate participants of up to 100 pax			
● with high speed Wi-fi Internet Access			
● Classroom type set up			



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Page 2 of NOA NO. 2024-082

● LCD projector and LCD screen			
● White board with marker and eraser			
● Pencils with erasers			
● Provision of sound system			
● Atleast 3 microphones (preferably wireless)			
● Waived electricity charges for use of laptops, printer and projector			
● Provision of extension cords			
Flowing coffee/tea and distilled water and candies			
With complimentary welcome streamer & backdrop tarpaulin			
Preferably with in-house medical service/clinic			
Available 24 hour standby generator			
<b>-INCLUSIVE OF TAX-</b>			
Preferred location: Batangas Province, Region IV-A			
(must be strategically located and accessible by public transport)			
Date: June 18-22, 2024			
<i>Purpose: Conduct of 2024 National Agricultural and Fisheries Mechanization Summit</i>			
<i>Activity: Conduct of Industry/Sectoral Consultations/Forum/Summit (AFMISS)</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](mailto:bacsec@pcaf.da.gov.ph) upon receipt thereof.

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

1. Omnibus Sworn Affidavit that the bidder is not related to the HOPE by consanguinity or affinity up to the third civil degree;
2. Income/Business Tax Return; and
3. Signed Contract of Agreement.



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*Page 3 of NOA NO. 2024-082*

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 \_\_\_\_\_

Name of Authorized Representative Melmar M. Mercado

Signature  \_\_\_\_\_

Bank Details:

Name of Payee : Forest Crest Nature Hotel and Resort Inc.  
 Name of Bank : Landbank of the Philippines  
 Branch : Nasugbu Batangas  
 Account Number : 3681-0084-02

