



September 16, 2024

**NOTICE OF AWARD  
 No. 2024-145**

**MS LOFFEL C. REDITA**  
 Authorized Representative  
**PRIMUS HOTEL & RESORT**  
 10000 Highway 9, Alabang  
 Muntinlupa City

Dear **Ms. Redita**:

We are pleased to inform you that you have been **AWARDED ONE (1) LOT MEALS AND ACCOMMODATION FOR THE CONDUCT OF TRAINING CUM CONSULTATION ENTITLED, "SHAPING GENDER RESPONSIVE POLICY ADVOCACY AND POLICY MONITORING FOR AGRICULTURAL AND FISHERY COUNCILS (AFCs) OF BICOL REGION"**, we are pleased to confirm the award to your firm for the total amount of **TWO HUNDRED FORTY-FIVE THOUSAND PESOS ONLY (Php 245,000.00)** inclusive of appropriate taxes and fees, with the following specifications:

Item Description	QTY	Unit	Unit Cost	Total Cost
<b>MEALS AND ACCOMMODATION</b>	1	LOT		<b>245,000.00</b>
Php 2,000.00 per day of 3 nights and 4 days @ 15 per person for room and breakfast (exclusive of taxes and fees)				
Discussions				
Preparation of minutes of discussions and 4 copies of the minutes				
Traveling expenses (Bacolod to Manila)				
<b>MEALS on the 1st day (Lunch, PM Snacks and Buffet Dinner)</b>				
Breakfast, lunch, afternoon tea, and dinner (exclusive of taxes and fees) (Lunch, PM Snacks, Managed Buffet Dinner)				
<b>MEALS on the 2nd day (Networking session)</b>				
Breakfast, lunch, afternoon tea, and dinner (exclusive of taxes and fees) (Buffet lunch, PM Snacks, Managed Buffet Dinner)				
Traveling expenses (Manila to Bacolod) (exclusive of taxes and fees)				
<b>MEALS should include two (2) main courses, vegetables, soup, dessert and one round drink; plus morning lunch and dinner</b>				
Water supply and drinking water				
<b>Use of conference room for 3-5 days</b>				
Use of audio-visual equipment (projector, screen, TV, etc.) and other audio-visual equipment				
Use of internet facilities				
Use of air conditioning (with 24-hour ventilation)				
Provision of 10 chairs (2 rows of 5) plus at least 10 tables for the session (2 rows of 5)				
<b>Provision of LCD screen, at least 2 whiteboards with markers and eraser, 2 pens and 1 pen</b>				
<b>Provision of alcohol for sanitation</b>				





Free use of electricity for laptops, LCDs, and printers				
Free use of sound system, extension cords and minimum of 3 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				
Preferably with in-house nurse and medical attendant in-case of emergencies				
Free parking and access to other hotel amenities free of charge				
Complimentary WI-FI connectivity				
With standby generator				
<b>Preferred Location: Naga City</b>				
(must be strategically located and accessible by public transport and near to clinics or hospitals)				
Date: October 27-30, 2024				
Purpose: for the conduct of training cum consultation entitled "Shaping Gender Responsive Policy Advocacy and Policy Monitoring for Agricultural and Fishery Councils (AFCs) of Bicol Region."				
Inclusive of government tax				

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.

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 01 OCT 2024  
 Name of Authorized Representative LOLET C. REPITA  
 Signature 

Bank Details:  
 Name of Payee : PRIMUS HOTELS INC.  
 Name of Bank : BPI  
 Branch : MAUSAYSAY AVE., NAGA CITY  
 Account Number : 9541-0103-75

