



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

April 28, 2025

NOTICE OF AWARD
No. 2025-042

MS. SHAYMMA EVANGELISTA
Sales Coordinator
THE BAYLEAF HOTEL - CAVITE
Gov, Drive, Brgy. Manggahan,
General Trias, Cavite

Dear **Ms. Evangelista**:

With reference to your quotation for the **ONE (1) LOT MEALS AND ACCOMMODATION FOR THE PCAF STRATEGIC PLANNING WORKSHOP ON MAY 7-9, 2025 IN CAVITE**, we are pleased to confirm the award to your firm for the total amount of **FOUR HUNDRED TEN THOUSAND FOUR HUNDRED PESOS ONLY (Php 410,400.00)**, inclusive of appropriate taxes and fees, with the following specifications:

Item Description	QTY	Unit	Unit Cost	Total Cost
MEALS AND ACCOMMODATION FOR THE PCAF STRATEGIC PLANNING WORKSHOP ON MAY 7-9, 2025 IN CAVITE	1	lot		410,400.00
HOTEL ROOM ACCOMMODATION				
(airconditioned or with good ventilation, twin sharing, individual bed, internet connectivity)				
Date: May 7-9, 2025				
3 days and 2 nights for 57 pax				
Networking Session for 57 pax				
Free Use of function room for 2 days				
Meals:				
Day 1 - AM Snacks, Managed Buffet Lunch, Pm Snacks and Managed Buffet Dinner				
Day 2 - Buffet Breakfast, AM Snacks, Managed Buffet Lunch, PM Snacks, Managed Buffet Dinner and networking session				
USE OF FUNCTION HALL WITH MEALS - Day 3				
(57 pax)				
Day 3 - Buffet Breakfast, AM Snacks, Managed Buffet Lunch, PM Snacks, and Managed Buffet Dinner				
Inclusions:				
MEALS should include two (2) main courses, vegetables, soup, dessert, and one round drinks/juice during lunch and dinner should be locally produced				
Note: No Cream Dory in the menu				
(Spacious hall that can accommodate four (4) groups during breakout sessions; could accommodate participants for classroom type or round table set up, well-lighted, airconditioned or with good ventilation)				





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

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				
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				
Preferred Location: Cavite				
Location must be strategically located and accessible by public transport and near to clinics or hospitals				
Payment upon completion of each activity.				
Purpose: For the conduct of PCAF Strategic Planning Workshop on May 7-9, 2025 in Cavite				

Please acknowledge receipt and acceptance of this Notice within 5 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;

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.

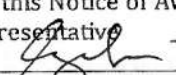
For inquiries, you may get in touch with Mr. Ken Ryan P. Eleazar, BAC Secretariat of PCAF at telephone numbers 8926-2147. Loc 2622

Thank you.

Very truly yours,


JULIETA E. OPUENCIA
Deputy Executive Director III

05/02/25

I acknowledge receipt of this Notice of Award on THE BAYLEAF CAVITE
Name of Authorized Representative SHAYMMA EVANGELISTA
Signature 

Bank Details:

Name of Payee : THE BAYLEAF HOTEL
Name of Bank : LANDBANK
Branch : LANDBANK CASUARINAS BRANCH
Account Number : 0023 7210 4700

