



February 23, 2025

**NOTICE OF AWARD
 No. 2026-020**

MS. YLAIZA RAMOS

Sales Executive

**SEQUOIA HOTEL MANILA BAY
 (SEQUOIAMANILA CORP)**

Veneracion St. Cor. San Pedro St.
 Aseana City, Paranaque City

Dear **Ms. Ramos:**

With reference to your quotation for the **ONE (1) LOT MEALS AND ACCOMMODATION FOR THE 2025 NATIONAL AGRI-FISHERY VOLUNTEERS' DAY WITH FREE USE OF PLENARY/ FUNCTION HALL**, we are pleased to confirm the award to your firm for the total amount of **TWO MILLION NINE HUNDRED NINETY-TWO THOUSAND FOUR HUNDRED PESOS ONLY (Php 2,992,400.00)**, inclusive of appropriate taxes and fees, with the following specifications:

Item Description	QTY	Unit	Unit Cost	Total Cost
MEALS AND ACCOMMODATION FOR THE 2025 NATIONAL AGRI-FISHERY VOLUNTEERS' DAY WITH FREE USE OF PLENARY/ FUNCTION HALL	1	LOT		2,992,400.00
Location: Metro Manila (accessible by public transport, and close to clinics or hospitals)				
Event Date: March 25-27, 2026 (3D/2N)				
SPECIFIC REQUIREMENTS:				
DAY 1- 3: (March 25-27, 2026)				
450 pax @ 2 nights and 3 days				
Networking session				
- 450 pax				
Live-in package for 2 full days for 450 pax				
INCLUSIONS:				
ROOM ACCOMMODATION				
Fully air conditioned rooms				
(6) Single occupancy rooms (for VIPs)				
(15) Twin sharing rooms with individual beds				
(138) Triple sharing rooms with individual beds				
Provision of the following inside the rooms				
Electric kettle				
Coffee, tea, sugar, creamer				
Daily Bottled water				
Free wi-fi access				
Cable television				
Hot and cold shower				
Daily housekeeping				
Daily change of toiletries				
Free use of hotel amenities				
FOOD				
MEALS on the 1st day (Managed Buffet 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) Cocktail menu				
MEALS on the 3rd day (Buffet Breakfast and AM Snacks)				
Meal requirement:				
Preferably include locally produced goods/items				
Soup				
3 main courses				
Vegetables				
Rice				
Dessert				
Drinks				
No cream-dory				
Provision for non-pork buffet station				
Food may be served inside the rooms upon request (for VIPs)				
PLENARY/FUNCTION HALL				
Capacity of function area min. of 500 pax seating capacity (round table)				
Free use of convention/hall for 3 days for the following:				
Technical Run, Program Proper and Networking Session				
Ample space for Photo Booth/Glam Booth and Exhibit areas				
Free secretariat room (near the venue)				
Free use of the following:				
- basic lights and sound system				
- movable stage 11 panels (4x8 ft.)				
- electricity for laptop				
- LED Wall				
- podium, rostrum, stanchion and flags				
Provision of holding room for VIPs (20-30pax) with WIFI connection				
Provision of the following				
Wi-Fi (dedicated Wifi at the Grand Ballroom for live streaming)				
Table cloth				
Candies and mints				
Basic flower arrangement on tables				
Alcohol Dispenser in conspicuous places in the venue				
Free flowing brewed coffee, tea and water				
Electrical extension cords				
Complimentary use of digital signage				
Door Signages				
Standby generator				
On-call Medical Personnel for 24 hours				
Available emergency kit				
With Elevator/Escalator				
Free Parking				
Inclusive of Tax				
<i>Purpose: For the Conduct of the 11th National Agri-Fishery Volunteers' Day</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;

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,


BERNADETTE B. DE LOS SANTOS
 Executive Director III

I acknowledge receipt of this Notice of Award on February 25, 2026
 Name of Authorized Representative YLAIZA S. RAMOS
 Signature _____

Bank Details:
 Name of Payee : SEQUOIAMANILA CORP
 Name of Bank : LAND BANK OF THE PHILIPPINES
 Branch : SSS LIVELIHOOD TRADE CENTER, EAST AVENUE, CITY OF QUEZON METRO MANILA PHILIPPINES
 Account Number : 0571-1255-52

