



Republic of the Philippines  
Department of Finance  
**Bureau of Customs**  
1099 Manila

## NOTICE OF AWARD

**CAMILLE THEA ILUSTRE**  
MABUHAY MANOR HOTEL  
2933 FB Harrison Cor. Ortigas Street,  
Pasay City

Dear Ms. Ilustre:

We are pleased to inform you that the contract for the project "Lease of Venue for the MISTG Strategic Planning" per Bureau of Customs - Bids and Awards Committee Resolution No. 2016-01 is hereby awarded to your company in the amount of Seventy Four Thousand Pesos (Php 74,000.00).

In this regard, you are hereby required to sign the Purchase Order as stated in Section 37.2 of the Implementing Rules and Regulations of Republic Act No. 9184 within five (5) calendar days upon receipt of this Notice.

Very truly yours,

**JOSEPH G. ESCASIO**  
Officer-in-Charge, Administration Office  
Internal Administration Group *ese*

Received by: CAMILLE THEA ILUSTRE  
Date: 11-24-16



Republic of the Philippines  
Department of Finance  
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## NOTICE TO PROCEED

**CAMILLE THEA ILUSTRE**  
MABUHAY MANOR HOTEL  
2933 FB Harrison Cor. Ortigas Street,  
Pasay City

Dear Ms. Ilustre:

The attached Contract having been approved, notice is hereby given to MABUHAY MANOR HOTEL that work may commence on the project "Lease of Venue for the MISTG Strategic Planning " effective upon receipt and acceptance of this Notice.

You are responsible for performing the services in coordinate on with General Services Division under the terms and conditions of the Purchase Order.

Very truly yours,

**JOSEPH G. ESCASIO**  
Officer-in-Charge, Administration Office  
Internal Administration Group *esc*

Received by: *Camille* **CAMILLE THEA ILUSTRE**  
Date: 11-28-16 *jt*

**PURCHASE ORDER**

Bureau of Customs

Agency

Supplier: <b>MABUHAY MANOR HOTEL</b>	P.O. No.: 2016-11-00095
	Date :

T.I.N. : <b>001-218-911-005</b>	Mode of Procurement: <b>Small Value</b>
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Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: <b>BOC Manila-MISTG</b>	Delivery Term:
Date of Delivery :	Payment Term: <b>15 cd upon signing of P.O.</b>

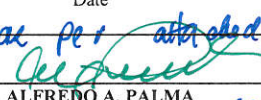
Stock No.	Unit	Description	Quantity	Unit Cost	Amount
	Lot	<b>Lease of Venue for the MISTG Strategic Planning</b> Meals for 24 pax Free flowing coffee/tea & water Managed buffet lunch  Date of Event: • November 29-30, 2016  Should include: • Buffet Breakfast • AM Snacks • Buffet Lunch • PM Snacks  Other Inclusions for free: • Notepads & pencils • Mints → Nothing Follows ←	1		74,000.00

(Total Amount in Words) **Seventy Four Thousand Pesos (inclusive of tax)** **74,000.00**

(Terms and Conditions stated at the back page of this P.O.)

Conforme:   
**CAMILLE THOA IUSTRE**  
 Signature over Printed Name of Supplier

Very truly yours,  
  
**JOSEPH G. ESCASIO**  
 Office-in-Charge, Administrative Office

Date: \_\_\_\_\_  
 Funds Available: *ac per attached srt*  
  
**ALFREDO A. PALMA**  
 Chief Accountant

ALOBS No.: *02-01/10/101- 2016- 12- 4415*  
 Amount: *74,000-*



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**BIDS AND AWARDS COMMITTEE  
RESOLUTION NO. 2016 – 01**

**WHEREAS**, the Guidelines for the Shopping and Small Value Procurement covered by GPPB Resolution No. 09-2009 dated 23 November 2009 (particularly item (c) of the General Guidelines) provides that after the decision to resort to Shopping and Small Value Procurement has been made, the conduct thereof may be delegated to the appropriate bureau, committee, or support unit duly authorized by the Bids and Awards Committee (BAC);

**WHEREAS**, Section 52.1 (a) and (b) of the Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184 allows Shopping as a method of procurement in the following instances: (1) when there is an unforeseen contingency requiring immediate purchase involving an amount not exceeding One Hundred Thousand Pesos (₱100,000.00); and (2) procurement of ordinary or regular office supplies and equipment not available in the Procurement Service involving an amount not exceeding Five Hundred Thousand Pesos (₱500,000.00);

**WHEREAS**, Section 53.9 of the same IRR provides that Small Value Procurement may be resorted to in cases where the procurement does not fall under Shopping and the amount involved does not exceed Five Hundred Thousand Pesos (₱500,000.00);

**WHEREAS**, the approved CY 2016 Annual Procurement Plan (APP) of the Bureau of Customs (BOC) and all Supplemental APPs thereto, contains various programs/activities/projects (PAPs) which indicated Shopping or Small Value as the mode of procurement;

**WHEREAS**, in order to expedite the procurement process and address the immediate needs of the offices/ports of the BOC, the BAC finds it necessary to delegate the procurement of common use office supplies and materials not available in the Procurement Service and other PAPs for procurement falling under Shopping or Small Value;

**NOW, THEREFORE**, the BAC **RESOLVED**, as it is hereby **RESOLVED**, to recommend to the Commissioner of Customs to delegate to the General Services Division, Administration Office the procurement of programs/activities/projects through Shopping and Small Value as indicated in the Annual Procurement Plan, subject to R.A. No. 9184 and its IRR;


**RESOLVED, FURTHER**, that the Deputy Commissioner, Internal Administration Group, shall sign the corresponding Request for Quotation, Notice of Award, Purchase Order, and Notice to Proceed and shall report to the BAC on a quarterly basis relative to this delegation.

**ADOPTED** this 19<sup>th</sup> day of January 2016 at the GSD Conference Room, BOC, Port Area, Manila, Philippines.

  
**MR. ROMULO A. PAGULAYAN**  
Manila International Container Port – Member

  
**ATTY. ROBERTO MARIO F. BAUSON**  
RCMG – Member

  
**ATTY. MARLON G. MELODIAS**  
Legal Service – Member

  
**ATTY. MARY GRACE T. MALABED**  
Legal Service – Member