



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

NOTICE OF AWARD

MS. AYREEN AUDITOR-REVITA

Sales Manager – Summit Ridge Tagaytay
Km. 58 Gen. Aguinaldo Highway, Maharlika West, Tagaytay, Cavite

Dear Ms. Auditor-Revita:

We are pleased to inform you that the contract for the project "**Lease of Venue for the Conduct of a 3-day Strategic Planning Workshop**" per Bureau of Customs - Bids and Awards Committee Resolution No. 2016-01 is hereby awarded to your company in the amount of Five Hundred Ninety-Two Thousand Three Hundred Forty-Four Pesos (Php592,344.00).

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

Received by: Ayreen Auditor-Revita
Date: March 23, 2017

PURCHASE ORDER

Bureau of Customs

Agency

Supplier:	SUMMIT RIDGE TAGAYTAY	P.O. No.:	2017-03-00025
T.I.N. :	000-361-376-026	Date :	March 23, 2017
		Mode of Procurement:	Small Value


Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery:	BOC Manila	Delivery Term:	5 days upon receipt of P.O.
Date of Delivery :		Payment Term:	15 cd upon receipt of P.O.

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
	LOT	Lease of Venue for the Conduct of a 3-day Strategic Planning Workshop 1) Accommodation 36 rooms (7-single/29-twin) Check-in: March 23, 2017 Check-out: March 25, 2017 2) One (1) Function Room for Plenary sessions (70 pax) with circular or rectangular tables 3) Good Lights and Sound System 4) Audio-Visual Equipment 5) Food (buffet) for the inclusive dates: March 23-24, 2017 - Full Board Meals March 24, 2017 - AM Snacks Flowing coffee/water during the training session 6) Availability 7) Other inclusions for free -three (3) microphones -three (3) wide screens -internet access -use of electricity for laptop and projector -pads and pencils -candies -extension cords -parking			592,344.00

(Total Amount in Words) Five Hundred Ninety-Two Thousand Three Hundred Forty Four Thousand Pesos 592,344.00

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

Very truly yours,

JOSEPH ESCASIO
 OIC-Director, Administration Office

Conforme: _____
 Signature over Printed Name of Supplier

_____ Date

Funds Available: _____
ALFREDO A. PALMA
 Chief Accountant

ALOBS No.: _____
 Amount: _____



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1099 Manila

NOTICE TO PROCEED

MS. AYREEN AUDITOR-REVITA

Sales Manager – Summit Ridge Tagaytay
Km. 58 Gen. Aguinaldo Highway, Maharlika West, Tagaytay, Cavite

Dear Ms. Auditor-Revita:

The attached Contract having been approved, notice is hereby given to Summit Ridge Tagaytay that work may commence on the project "**Lease of Venue for the Conduct of a 3-day Strategic Planning Workshop**" effective upon receipt and acceptance of this Notice.

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

Very truly yours,

Joseph G. Escasio

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

ayreen auditor-revita

Received by:
Date:

Ayreen Auditor - Revita
March 23, 2017

CERTIFIED TRUE COPY

Mark Gil C. Matedo
MARK GIL C. MATEO

ADMINISTRATIVE ASST. II, BOC-GSD

DATE: _____



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Department of Finance
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**BIDS AND AWARDS COMMITTEE
RESOLUTION NO. 2017 – 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 Two Hundred Thousand Pesos (P200,000.00); and (2) procurement of ordinary or regular office supplies and equipment not available in the Procurement Service involving an amount not exceeding One Million Pesos (P1,000,000.00);

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 (P1,000,000.00);

WHEREAS, the approved CY 2017 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 failing under Shopping or Small Value;

WHEREAS, CPO D-38-2016 dated November 9, 2016 created the Canvass Committee for Shopping and Small Value Procurement;

NOW, THEREFORE, the BAC **RESOLVED**, as it hereby **RESOLVED**, to recommend to the Commissioner of Customs to delegate to the General Services Division, Administration Office through the Canvass Committee for Shopping and Small Value Procurement 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.