



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

## **NOTICE TO PROCEED**

**NORIKO B. DALUPANG**

M. Adriatico Corner  
Gen. Malbar, Malate, Manila

Dear Ms. Dalupang:

The attached Contract having been approved, notice is hereby given to PAN PACIFIC MANILA that work may commence on the event "LEASE OF FUNCTION ROOM FOR THE 17<sup>TH</sup> CECWG MEETING, effective upon receipt and acceptance of this Notice.

You are responsible for performing the services in coordination with the External Affairs Committee under the terms and conditions of the Contract and in accordance with the criteria provided thereto.

Very truly yours,

A handwritten signature in black ink, appearing to read "Arturo M. Lachica".

**ARTURO M. LACHICA, CESO II**  
Deputy Commissioner, IAG

Received by:

A handwritten signature in black ink, appearing to read "Noriko Dalupang".

NORIKO DALUPANG  
09-MAR-15

**PURCHASE ORDER**

Bureau of Customs

Agency

|                                     |   |
|-------------------------------------|---|
| Supplier: <b>PAN PACIFIC MANILA</b> | P.O. No.: <b>2015-03-00010</b>          |
|                                     | Date: <b>3-6-2015</b>                   |
| T.I.N. : <b>003-839-334-001</b>     | Mode of Procurement: <b>Small Value</b> |

Gentlemen:

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

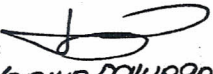
|                                      |   |
|--------------------------------------|---|
| Place of Delivery: <b>BOC Manila</b> | Delivery Term: <b>March 17-19, 2015</b> |
| Date of Delivery :                   | Payment Term: <b>send bill</b>          |

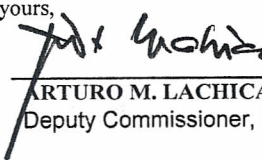
| Stock No. | Unit  | Description   | Quantity | Unit Cost | Amount     |
|-----------|-------|---|----------|-----------|------------|
|           | event | One (1) Function Room for forty (40) participants; U-shaped type of seating arrangement for twenty-five (25) persons<br>Adequate lighting and sound system, with microphones<br><br>Projector with screen and LCD TV<br>Food with free flowing coffee for the inclusive dates:<br><br>March 17- AM snacks, Buffet lunch, PM snacks<br>March 18- AM snacks, Buffet lunch, PM snacks<br>March 19- AM snacks, Buffet lunch, PM snacks<br>Note: No pork should be included in the menu. Snacks and lunch should be served in an area separate from the meeting room.<br>Availability (March 17-19, 2015)<br>Welcome Dinner<br>-Date :March 17, 2015<br>-Time:6:30 PM-9:30 PM<br>-No pork should be served<br>Other Inclusions for free:<br>-Internet Access<br>-Provision of ASEAN flags and flag poles, if possible<br>-Welcome streamer<br>-Parking slots<br>-Pads and pencils<br>-Extension cords<br>-Registrtaion table<br>-Candies | 3 days   |           | 236,000.00 |

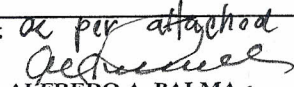
**(Total Amount in Words) Two Hundred Thirty Six Thousand Pesos Only- Inclusive of tax 236,000.00**

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

Very truly yours,

Conforme:   
**NORIKO DALUPANG**  
 Signature over Printed Name of Supplier  
**06-MAR-15**  
 Date

  
**ARTURO M. LACHICA, CESO II**  
 Deputy Commissioner, IAG

Funds Available: *as per attached OOR*  
  
**ALFREDO A. PALMA**  
 Chief Accountant

ALOBS No.: **200-15-03-435**  
 Amount: **236,000 -**

435



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## NOTICE OF AWARD

**NORIKO B. DALUPANG**

M. Adriatico Corner  
Gen. Malbar, Malate, Manila


Dear Ms. Dalupang:

Based on the Bureau of Customs- Bids and Awards Committee Resolution No. 2015-02 , we are pleased to inform you that the contract for the event "LEASE OF FUNCTION ROOM FOR THE 17<sup>TH</sup> CECWG MEETING" is hereby awarded to your company in the amount of Php. 236,000.00. inclusive of tax.

In this regard, you are hereby required to sign the Purchase Order stated in Section 37.2 of the Implementing Rules and Regulations of Republic Act No. 9184, two (2) days upon receipt of this Notice.

Very truly yours,

  
**ARTURO M. LACHICA, CESO II**  
Deputy Commissioner, IAG

  
Received by: NORIKO DALUPANG  
Date: 06-MAR-15