



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

NOTICE TO PROCEED

MS. SHAREEN BASILIO

Marcian Garden Hotel
 Gov. Camins Avenue Canelar Street
 Zamboanga City Zamboanga Del sur

Dear Ms. Basilio:

The attached Contract having been approved, notice is hereby given to Marcian Garden Hotel that work may commence on the project "Lease of Venue for Special Workshop on the Basic Procedures, Rules and Regulations for Zamboanga Traders and Stakeholders" 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

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

Received by:
 Date:

Republic of the Philippines)
 City of Zamboanga)S.S

23 FEB 2017 SUBSCRIBED AND SWORN TO before me, a notary public, this ____ day of _____ at Zamboanga City, Philippines. Affiant being known to me personally and having exhibited his/her Community Tax Certificate with CTC No. _____ issued on _____, issued at Zamboanga City, Philippines.

Manuel M. Wee Sit IV
ATTY. MANUEL M. WEE SIT IV
 Roll of Attorneys No. 56263
 IBP No 1028276 February 10, 2016, Z.C
 PTR No 138744B January 03, 2017, Z.C
 Notarial Commission No. 53-2016
 Notary Public until December 31, 2018

Doc No. 360 ;
 Page No 72 ;
 Book No. XXII ;
 Series of : 2017 .



Republic of the Philippines
Department of Finance
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1009 Manila

NOTICE OF AWARD

MS. SHAREEN BASILIO

Marcian Garden Hotel
Gov. Camins Avenue Canelar Street
Zamboanga City Zamboanga Del sur

Dear Ms. Basilio:

We are pleased to inform you that the contract for the project "Lease of Venue for Special Workshop on the Basic Procedures, Rules and Regulations for Zamboanga Traders and Stakeholders" per Bureau of Customs - Bids and Awards Committee Resolution No. 2017-01 is hereby awarded to your company in the amount of Seventy Two Thousand Four Hundred Pesos (Php72,400.00).

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: Shareen Basilio
Date: 2-22-17



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

**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.

PURCHASE ORDER

Bureau of Customs
Agency

Supplier: **MARCIAN GARDEN HOTEL** P.O. No.: 2017-02-00017
Date :
T.I.N. : **151-583-834-0000** Mode of Procurement: Small Value

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

Place of Delivery: Zamboanga Delivery Term: During the Event
Date of Delivery : Payment Term: 15 cd upon the event

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
	lot	<p align="center">Lease of Venue for Special Workshop on the Basic Procedures, Rules and Regulations for Zamboanga Traders and Stakeholders</p> <p>ACCOMMODATION</p> <p>February 23, 2017 - 4 rooms February 24, 2017 - 3 rooms</p> <p>LOCATION: Zamboanga City</p> <p>SEMINAR ROOM One (1) Function Room for Plenary sessions (160 pax)- with circular or rectangular tables</p> <p>SEATING ARRANGEMENT: Workshop Type</p> <p>INCLUSIONS:</p> <ol style="list-style-type: none"> 1. With Audio and video system and at least three (3) to four (4) microphones 2. Two (2) wide screen and LCD Projector 3. Good Lights and Sound system 4. Notepads and pens for all participants; 5. Candies and mints <p>FOOD:</p> <ol style="list-style-type: none"> 1. Buffet setup for 160 pax 2. February 24 - AM snacks, Lunch and PM snacks 3. STRICTLY NO PORK <p>AVAILABILITY:</p> <ol style="list-style-type: none"> 1. Wifi or Internet Access 2. Use of electricity for laptops and projector 3. Five (5) extension cords 4. Splitter for 2 projectors <p>OTHER INCLUSIONS FOR FREE:</p> <ol style="list-style-type: none"> 1. Free flowing coffee, tea and water during the training session • Free parking slots <p align="center">***NOTHING FOLLOWS***</p>	1	72,400.00	72,400.00

(Total Amount in Words) **Seventy Two Thousand Four Hundred Pesos (inclusive tax)** **72,400.00**
(Terms and Conditions stated at the back page of this P.O.)

Very truly yours,
Joseph G. Escasio

JOSEPH G. ESCASIO
Officer-in-Charge, Administration Office, IAG

Conforme: *Sharon Basilio*

Signature over Printed Name of Supplier

Date

Funds Available: *as per attached ORS*
Alfredo A. Palma

ALFREDO A. PALMA
Chief Accountant

ALOBS No.: *02-01101101-2017-02-0433*
Amount: *72,400 -*