



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

## NOTICE OF AWARD

**Adelline E. Borja**  
Hotel Jen Manila  
New Riviera Hotel Dev't Corp  
3001 Roxas Blvd, Brgy 001  
Pasay City

Dear Ms. Borja:

We are pleased to inform you that the contract for the project "Lease of Venue for Media Workshop" per Bureau of Customs - Bids and Awards Committee Resolution No. 2016-01 is hereby awarded to your company in the amount of Three Hundred Twenty Three Thousand Five Hundred Ninety Nine Pesos and Seventy Nine Pesos (Php 323,599.79).

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,

**ATTY. ALVIN H. EBREO**  
Director, Collection Services

Received by: Adel Borja  
Date: August 20, 2019



Department of Finance  
**Bureau of Customs**  
1099 Manila

## NOTICE TO PROCEED

**Adelline E. Borja**  
Hotel Jen Manila  
New Riviera Hotel Dev't Corp  
3001 Roxas Blvd, Brgy 001  
Pasay City

Dear Ms. Borja:

The attached Contract having been approved, notice is hereby given to Hotel Jen Manila/New Riviera Hotel Dev't Corp that work may commence on the project "Lease of Venue for Media 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 (PIAD) under the terms and conditions of the Purchase Order.

Very truly yours,

**ATTY. ALVIN H. EBREO**  
Director, Collection Service

Received by: Adel Boya  
Date: August 20, 2019

**PURCHASE ORDER**

Bureau of Customs

Agency

Supplier: **Hotel Jen Mania, New Riviera Hotel Dev't Corp**

P.O. No.: :2019-08-00072

T.I.N. : **001-482-594-000**

Date : 20-Aug-19

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-GSD

Delivery Term: During the Event

Date of Delivery :

Payment Term: 15 cd upon delivery

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		<b>Lease of Venue for Media Workshop</b>			
		1. Function Room (at the Hotel) Am/Pm, Lunch and Dinner (60 pax)			323,599.79
		Attendees 50 Resource Speakers 5 Facilitator/Secretariat 5			
		Accommodation			
		Participants Room 15 sharing rooms for 2 nights			
		Secretariat Room 1 twin sharing room for 3 nights			
		Note: STRICTLY NO PORK Please			
		2. Good Lights and Sound System			
		3. Audio visual equipment			
		4. Flowing coffee and water during the training session			
		5. Availability			
		6. Other Inclusions for free: -minimum of 3 wireless microphones -projectors -wide screen -internet access -flag pole -podium -use of electricity for laptops and projector -pads and pencils -candies -extension cords -signage			

**(Total Amount in Words) Three Hundred Twenty Three Thousand Five Hundred Ninety Nine Pesos and Seveety Nine Centavos (inclusive of tax) 323,599.79**

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

Conforme:


Very truly yours,

  
Signature over Printed Name of Supplier

  
**ATTY. ALVIN H. EBREO**  
Director, Collection Service

Date **August 20, 2019**

Funds Available:

  
**MARILOU A. CABIGON**  
OIC, FMO/Chief, Accounting Division

ALOBS No.: **02-01101101-2019-09-3493**  
Amount: **323,599.79**



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**BIDS AND AWARDS COMMITTEE  
RESOLUTION NO. 2019 – 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;

**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 (₱200,000.00); 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 (₱1,000,000.00);

**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 One Million Pesos (₱1,000,000.00);

**WHEREAS**, the approved CY 2019 Annual Procurement Plan (APP) of the Bureau of Customs (BOC) and all Supplemental Annual Procurement Plans (APP) 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 Bidding and Awards Committee (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 Director, Collection Service in the capacity as Bids and Awards Committee Chairperson 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 30<sup>th</sup> day of April 2019 at the GSD Conference Room, BOC, Port Area, Manila, Philippines.

  
ATTY. CLARENCE S. DIZON  
Member

  
ATTY. REYNALDO N. YACAT  
Member

  
ATTY. PORFIRIO C. GABIOLA, JR.  
Vice-Chairperson

APPROVED   
DISAPPROVED

  
REY LEONARDO B. GUERRERO  
Commissioner

Date: MAY 08 2019