



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

NOTICE OF AWARD

Pamela P. Pobre
Sofitel Philippine Plaza
CCP Complex Roxas Blvd., Brgy. 076,
Pasay City

Dear Ms. Pobre:

We are pleased to inform you that the contract for the project "Lease of Venue for the 38th Asean Single Window - Technical Working Group Meeting (ASWTWG)" per Bureau of Customs - Bids and Awards Committee Resolution No. 2016-01 is hereby awarded to your company in the amount of Five Hundred Forty Nine Thousand One Hundred Thirty Pesos (Php 549,130.00).

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: PAMELA P. POBRE
Date: Feb. 7, 2017



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

NOTICE TO PROCEED


Pamela P. Pobre
Sofitel Philippine Plaza
CCP Complex Roxas Blvd., Brgy. 076,
Pasay City

Dear Ms. Pobre:

The attached Contract having been approved, notice is hereby given to SOFITEL PHILIPPINE PLAZA that work may commence on the project "Lease of Venue for the 38th Asean Single Window - Technical Working Group Meeting (ASWTWG)" 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

Received by: 
Date: Feb. 13, 2017

PURCHASE ORDER

Bureau of Customs



Agency

Supplier: **Sofitel Philippine Plaza** P.O. No.: 2017-02-00011
 Date: _____

T.I.N.: **000-307-234-000** Mode of Procurement: **Small Value**


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


Place of Delivery: **Sofitel Philippine Plaza** Delivery Term: **during the event**
 Date of Delivery: _____ Payment Term: **15 cd upon delivery**


Stock No.	Unit	Description	Quantity	Unit Cost	Amount
	lot	<p>38th ASEAN SINGLE WINDOW - TECHNICAL WORKING GROUP MEETING (ASWTWG) MEETING VENUE</p> <p>One (1) air-conditioned function room with a minimum capacity of Fifty (50) pax for four (4) days on February 14 – 17, 2017 from 8:00AM to 5:00PM</p> <p>Location: Metropolitan Bay Area (proximity area near the airport)</p> <p>Seating arrangement: Hollow set-up for Fifty (50) pax</p> <p>Inclusions: 1. State of the art meeting space in distinguished executive settings; 2. Free flowing coffee/tea; 3. Bottled water and candies; 4. Provides meeting resources like pens and notepads; 5. Separate registration area; 6. High speed internet connection; and 7. Free Wi-Fi access.</p> <p>FOOD</p> <p>1. Provide meal package of AM and PM Snacks, Buffet Lunch; 2. Buffet Lunch must be at a separate function room for a minimum of Fifty (50) pax on February 14-17, 2017; and 3. Food must be "halal"</p> <p>ACCOMMODATION (For Secretariat)</p> <p>1. One (1) room (double occupancy) for five (5) nights on February 13 – 17, 2017; 2. With minimum basic hotel room facilities and free Wi-Fi Connection; 3. Room package is inclusive of breakfast; and 4. Check in date February 13, 2017 and check out date is on February 18, 2017.</p> <p>Other Inclusions for FREE: - Parking slots: 10% of the total guaranteed number of attendees - Extension cords at least 5</p> <p align="center">  Nothing Follows  </p>	1		Php 549,130.00

(Total Amount in Words) **Five Hundred Forty Nine Thousand One Hundred Thirty Pesos (inclusive of tax)** **549,130.00**

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

Very truly yours,

PAMELA P. POBKE
 Signature over Printed Name of Supplier
 Date: **Feb 13, 2017**


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

Funds Available: *ok per attached ORF*

ALFREDO A. PALMA
 Chief Accountant

ALOBS No.: **02-01101101-2017-02-0292**
 Amount: **549,130-**