



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

JOB ORDER
DEPARTMENT OF FOREIGN AFFAIRS
MANILA

Supplier: CALIRAYA RESORT CLUB, INC. J.O. No. 09-001-22
 Address: Brgy. Lewin, Lumban, Laguna Date 29-Sep-22
 Contact nos: T: 632-1010 local 586 | F: 637-7027 Mode of Procurement Lease of Real Property

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

Place of Delivery: Department of Foreign Affairs, 2330 Roxas Boulevard, Pasay City Delivery Term: n/a
 Date of Delivery: n/a Payment Term: Government terms

Item No.	Unit	Quantity	Description	Unit Cost	Amount
1	lot	1	OFMS Lease of venue for 2022 OFMS team building activity on 22 October 2022 XXXXXXXXXXXXXXXXXXXXXXXXXXXX The service provider must be able to provide and/or perform the following: 1. Function hall for 100 pax with fellowship/gala set-up a. Conference and audio-video systems and microphones; b. Floral arrangement/centerpieces for the individual dining tables; c. Adequate number of appropriately-dressed waiters 2. The service provider must be able to provide: a. Assisted buffet of various international and/or Filipino menu selections; b. Inclusion of hala-certified menu; c. Free-flowing refreshments; and d. Breakfast, AM snack, Lunch, and PM snack 3. The service provider must be able to provide a mix of physical activities that would be able to enhance the teamwork of the OFMS personnel and would cater for the adult and senior members of the office: a. List of activities (included in the package); b. Team building facilitator(s); and c. Training kits and/or souvenirs good for 100 pax 4. The service provider must be able to submit the following documents: a. Notarized Omnibus Sworn Statement; b. Proof of PhilGEPS registrations; c. Copy of Mayor's Permit (CY 2022); and d. Copy of Income Tax Return for FY 2021. 5. The approved budget for the Contract (ABC) is Php 500,000.00 only; 6. The quotation should indicate the total price (inclusive of the applicable taxes); and 7. Payment should be by "Send Bill" arrangement.		P 200,800.00
(total Amount in Words) Two Hundred Thousand Eight Hundred Pesos					P 200,800.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Conforme: Yheng Y. Simplicio (Signature over printed name) (Date) _____
 Very truly yours, MEDARDO G. MACARAIG Assistant Secretary, OAMSS

Requisitioning Office/Dept: OFMS Funds Available: [Signature] Amount: ₱ 200,800.00
SULBICIO M. CONFIADO Assistant Secretary, OFMS LYNE F. CUDGENCIO Chief Accountant 17/09/22 ALOBS No.: 2021-10-006904