

## JOB ORDER DEPARTMENT OF FOREIGN AFFAIRS MANILA DELUXE HOTELS AND RECREATION INC. (HILTON MANILA HOTEL) J.O. No. 11-018-22 Supplier: 24-Nov-22 Date Address: Newport City Newport Boulevard, Vab St., Brgy. 183 Pasay City Mode of Procurement Contact nos: T: 742-8016 | M: 0917-5078354 Lease of Real Property Gentlemen: Please furnish this office the following articles subject to the terms and conditions contained herein: Delivery Term: Place of Delivery: Department of Foreign Affairs n/a Date of Delivery: Payment Term: Government terms Amount Item No. Unit Quantity Description **Unit Cost** <u>OFMS</u> 829,102.80 Lot Lease of venue for the OFMS Retooling and Capacity Building Seminar (Year-End Assessment and Target Setting Session) on 01 to 02 December 2022 The service provider must be able to provide and/or perform the following 1. Function hall for 120 pax: a. Spacious hall that can accommodate 120 pax while still adhering to safety and health protocols (must be a square-shape function hall); . Buffet/plated dinner of various international and/or Filipino menu selections; c. Inlcusion of hala-certified menu; d. Conference and Audio-Video System and Microphones; e. Complimentary use of LCD Projector and Screen f. Floral arrangement/centerpieces for the individual dining tables; g. Banquet - round table setup; h. Adequate number of appropriately-dressed waiters; . Photobooth (optional); and j. Podium (optional) 2. 60 Twin-sharing or double rooms with complimentary buffet breakfast; 3. The service provider must be able to provide: a. Day 2: Complimentary Breakfast; and b. Free used of facilities Send-bill arrangement xxxxxxxxxxxxxxx P 829,102.80 ( total Amount in Words) Eight Hundred Twenty-Nine Thousand One Hundred Two Pesos and Eighty Centavos 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. Very truly yours, Conforme: MEDARDO G. MACARAIG (Signature over printed name) 1 29 2022 Redin Secretary, OAMSS (Date) 829,102.80 Requisitioning Office/Dept: Amount: Funds Available: **OFMS** ALOBS No.: 011011012022-12-009804 PRIE F. FULGENCIO SULPTETO M. CONFIADO Assistant Secretary, OFMS Chief Accountant •

## JOB ORDER

				DEPARTMEN	NT OF FOREIGN AFFAIRS MANILA				
Supplier: Address:	Newport Cit	TELS AND REC	REATION INC. (H.	ILTON MANILA HOTEL) Brgy. 183,	J.O. No Date	11-018-22 24-Nov-22			
Contact nos	Pasay City	6   M: 0917-50	70254						
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-	(Signature over plinted name)  Assistant Secretary, OAMSS								
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Funds Available:  SUPCION. CONFIADO Assistant Secretary, OFMS  Funds Available:  LYRIE F. FULGENCIO  Chief Accountant								20	
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Assistant Secretary, OFMS Chief Accountant									
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