



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

**JOB ORDER**

DEPARTMENT OF FOREIGN AFFAIRS  
MANILA

Supplier: <b>DELUXE HOTELS AND RECREATION INC. (HILTON MANILA HOTEL)</b>	J.O. No. <b>11-018-22</b>
Address: Newport City Newport Boulevard, Vab St., Brgy. 183, Pasay City	Date <b>24-Nov-22</b>
Contact nos: T: 742-8016   M: 0917-5078354	Mode of Procurement <b>Lease of Real Property</b>

Gentlemen:

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

Place of Delivery: <u>Department of Foreign Affairs</u>	Delivery Term: <u>n/a</u>
Date of Delivery: <u>n/a</u>	Payment Term: <u>Government terms</u>

Item No.	Unit	Quantity	Description	Unit Cost	Amount
			<b>OFMS</b>		
1	Lot	1	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); b. Buffet/plated dinner of various international and/or Filipino menu selections; c. Inclusion 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; i. 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		P 829,102.80
			XXXXXXXXXXXXXXXXXXXX		
<b>( total Amount in Words )</b>			Eight Hundred Twenty-Nine Thousand One Hundred Two Pesos and Eighty Centavos		<b>P 829,102.80</b>

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:   
Rellini Mark Francisco  
(Signature over printed name)  
11/24/2022  
(Date)

Very truly yours,  
  
**MEDARDO G. MACARAIG**  
Assistant Secretary, OAMSS

Requisitioning Office/Dept: <u>OFMS</u>  <b>SULPICIO M. CONFIAO</b> Assistant Secretary, OFMS	Funds Available:  <b>LYRIE E. FULGENCIO</b> Chief Accountant 2/11/22	Amount: <u>₱ 829,102.80</u> ALOBS No.: <u>011011012022-12-009804</u>
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 Assistant Secretary, OFMS  
**LYRIE F. FULGENCIO**  
 Chief Accountant  
 Amount: ₱ 829,102.80  
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