



NOTICE OF AWARD

03 February 2014

Sir:

Please be informed that, upon the recommendation of the Bids and Awards Committee (BAC) of the Department as contained in its Resolution Nos. 17-14 and 21-14, the Department of Foreign Affairs is awarding the procurement for the catering services during the hosting of the 8<sup>th</sup> Philippines-South African Bilateral Consultative Forum and PH-Egypt Joint Commission Meeting on 10-12 February 2014 to your firm, **ILUSTRADO** in the amount of *Twenty-Six Thousand Seven Hundred Pesos (Php 26,700.00)* only, including taxes and other lawful charges, subject to the signing of the Contract.

Very truly yours,

**RAFAEL E. SEGUIS**  
Undersecretary for Administration  
and Head of the Procuring Entity

**MS. ONA CASIL**

Reservation Officer

**ILUSTRADO**

744 Calle Real del Palacio  
(Gen. Luna), Intramuros,  
Manila

MIRO MERA M. DIANGGA  
4 JUNE 2014



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Very truly yours,

A handwritten signature in black ink, appearing to read 'Rafael E. Seguis'.

**RAFAEL E. SEGUIS**  
Undersecretary for Administration  
and Head of the Procuring Entity

**MS. ONA CASIL**

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A handwritten signature in black ink, appearing to read "Rafael E. Seguis", is written over the typed name.

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and Head of the Procuring Entity

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A handwritten signature in black ink, followed by the date "4/20/14", is written at the bottom of the letter.



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Reservation Officer  
**ILUSTRADO**  
744 Calle Real del Palacio  
(Gen. Luna), Intramuros,  
Manila

Sr. Sp. Asst. N. Servigon \_\_\_\_\_  
BAC Chairman E.D. Austria-Garcia \_\_\_\_\_  
BAC Vice-Chairman J.V. Chan-Gonzaga \_\_\_\_\_  
BAC Members: E.C. Yulo \_\_\_\_\_  
G.P. Abiog \_\_\_\_\_  
G.B. Musor \_\_\_\_\_  
B.T.L. Santos \_\_\_\_\_  
  
End-user Representative: \_\_\_\_\_  
Asst. Sec. P.P. Garcia \_\_\_\_\_  
  
BAC Secretariat:  
Head - A.O. Vallespin \_\_\_\_\_  
A. De Asis-Del Mundo \_\_\_\_\_  
S.P. Toledo \_\_\_\_\_  
G.C. Fernandez \_\_\_\_\_



**BIDS AND AWARDS COMMITTEE**

**BAC Resolution No. 17-14**

**RESOLUTION RECOMMENDING, BY REFERENDUM, NEGOTIATED PROCUREMENT (SMALL VALUE PROCUREMENT AND LEASE OF VENUE) AS ALTERNATIVE METHOD OF PROCUREMENT FOR THE HOSTING OF LUNCHEON, TRANSPORTATION SERVICES, MEALS, AND OTHER RELATED EXPENSES FOR THE 8<sup>TH</sup> PH-SOUTH AFRICAN BILATERAL CONSULTATIVE FORUM ON 10 FEBRUARY 2014**

**WHEREAS**, in a Memorandum dated 20 January 2013, the Office of Middle East and African Affairs (OMEAA) intends to procure the lease of venue for the hosting of luncheon, transportation services, meals and other related expenses for the 8<sup>th</sup> Philippines-South African Bilateral Consultative Forum on 10 February 2014;

**WHEREAS**, the Project Procurement Management Plan (PPMP) of OMEAA for CY 2014 includes the hosting of the said event; however, the Department's Annual Procurement Plan is yet to be finalized;

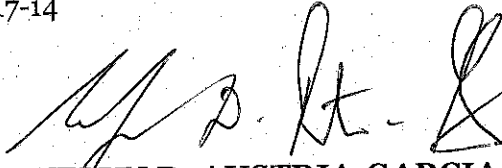
**WHEREAS**, Section 53 of the Revised Implementing Rules and Regulations (RIRR) of R.A. 9184, otherwise known as the Government Procurement Reform Act of 2009, allows an agency to resort to Negotiated Procurement;

**WHEREAS**, further, Section 53.9 of the said RIRR allows an agency to resort to Small Value procurement where the procurement does not fall under Shopping as defined in Section 52 of the said RIRR provided that the amount involved does not exceed the threshold amount of Five Hundred Thousand Pesos (Php 500,000.00). Provided further, that the procuring entity shall draw up a list of at least three suppliers which will be invited to submit proposals and to directly negotiate a contract with a technically, legally and financially capable supplier;

**WHEREAS**, Sec. 53.10 of the Revised Implementing Rules and Regulations of R.A. 9184 allows Negotiated Procurement as mode of procurement for the lease of privately owned real property and venue for official use, subject to GPPB Resolution No. 08-2009 (Revised Implementing Guidelines for Lease of Privately-Owned Real Estate and Venue) issued by the Government Procurement Policy Board (GPPB) dated 03 November 2009;

**NOW THEREFORE**, we, the members of the Bids and Awards Committee of the Department, **RESOLVE** to **RECOMMEND** to the Head of Procuring Entity (HOPE) the resort to Negotiated Procurement (Small Value Procurement and Lease of Venue) as an alternative method of procurement for the lease of venue for the luncheon, transportation services, meals and other related expenses for the 8<sup>th</sup> Philippines-South African Consultative Forum (BCF) on 10 February 2014, but not to exceed Php 500,000.00 subject to the above-mentioned requirements and provided that existing auditing rules and regulations shall be strictly observed by the end-user.

**ADOPTED** this 3<sup>rd</sup> day of February 2014, Pasay City.



**EVELYN D. AUSTRIA-GARCIA**  
Alternate BAC Chairperson

**JOSE VICTOR CHAN-GONZAGA**  
BAC Vice-Chairman




**ARVIC V. AREVALO**  
BAC Member



**GERARDO P. ABIOG**  
BAC Member

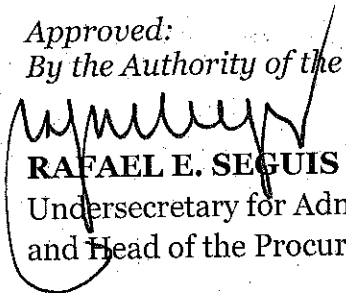


**BERTRAND THEODOR L. SANTOS**  
BAC Member



**PETRONILA P. GARCIA**  
BAC Provisional Member  
Representative of the End-user

Approved:  
By the Authority of the Secretary of Foreign Affairs:



**RAFAEL E. SEGUIS**  
Undersecretary for Administration  
and Head of the Procuring Entity



## **BIDS AND AWARDS COMMITTEE**

### **BAC Resolution No. 17-14**

#### **RESOLUTION RECOMMENDING, BY REFERENDUM, NEGOTIATED PROCUREMENT (SMALL VALUE PROCUREMENT AND LEASE OF VENUE) AS ALTERNATIVE METHOD OF PROCUREMENT FOR THE HOSTING OF LUNCHEON, TRANSPORTATION SERVICES, MEALS, AND OTHER RELATED EXPENSES FOR THE 8<sup>TH</sup> PH-SOUTH AFRICAN BILATERAL CONSULTATIVE FORUM ON 10 FEBRUARY 2014**

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**ADOPTED** this 3<sup>rd</sup> day of February 2014, Pasay City.



**EVELYN D. AUSTRIA-GARCIA**  
Alternate BAC Chairperson

**JOSE VICTOR CHAN-GONZAGA**  
BAC Vice-Chairman



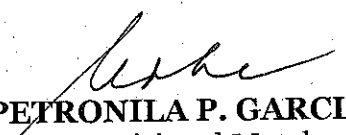
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BAC Member



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BAC Member

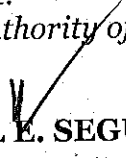


**BERTRAND THEODOR L. SANTOS**  
BAC Member

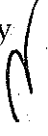


**PETRONILA P. GARCIA**  
BAC Provisional Member  
Representative of the End-user

*Approved:*  
*By the Authority of the Secretary of Foreign Affairs:*



**RAFAEL E. SEGUIS**  
Undersecretary for Administration  
and Head of the Procuring Entity



# ILUSTRADO

Dining Excellence in the Walled City  
744 Gen. Luna St., Intramuros, Manila 1002  
Tel. No. 527-36-75

REF. NO. S/A NO. 493-14

## STATEMENT OF ACCOUNT DATE : AS OF FEBRUARY 11, 2014

TO : DEPARTMENT OF FOREIGN AFFAIRS  
Office of the Middle East and African Affairs  
DFA Bldg., Roxas Blvd, Pasay City  
ATTENTION Ms. Iris Caranzo 09179180660,09175918818  
CP#09179180660,09175918818

DATE	PARTICULARS	DEBIT	CREDIT	BALANCE
2/10/2014	FC#197443 - FOOD SALES (2 <sup>nd</sup> PM - South Africa, etc.)	10,200.00		
2/11/2014	FC#197441 - FOOD SALES	16,500.00		26,700.00
	<b>TOTAL &gt;&gt;&gt;&gt;&gt;</b>			26,700.00

Prepared & Checked by ;

FORTUNE ESTRELLA  
Account in Charge

APPROVED BY:

MRS. NIDIA A. CEA  
Assistant gen. Manager

"PLEASE MAKE CHECK PAYABLE TO ILUSTRADO RESTAURANT"

Note: An interest of 4% per month will be charged on all accounts over 30 days.



Republic of the Philippines  
DEPARTMENT OF FOREIGN AFFAIRS  
2330 Roxas Blvd., Pasay City, Philippines

FECD

10 MAR 2014

10 Mar. 2014

DISBURSEMENT VOUCHER 1403

No.000866

Mode of Payment	<input type="checkbox"/> MDS Check	<input type="checkbox"/> Commercial Check	<input type="checkbox"/> ADA	<input type="checkbox"/> Others
Payee	ILUSTRADO RESTAURANT		TIN/Employee No. 001-093-824-000	OR/BUR No.
Address			Office/Unit/Project	Responsibility Center Code

EXPLANATION

AMOUNT

Payment for the cost of food and catering services incurred by the Office of Middle East and African Affairs (OMEAA) in connection with the Philippine Hosting of the 8th PH-Egypt Joint Commission Meeting (JCM) on 10-12 February, chargeable against OMEAA's MOOE, per attached supporting documents.

P 26,700.00

less: 5% FUAT - \$1,191.96  
2% BWT - 476.79

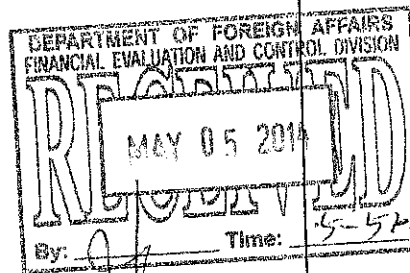
1,668.75  
\$ 25,031.25

OFFICE OF FISCAL MANAGEMENT  
FINANCIAL EVALUATION AND CONTROL DIVISION

Pre-audited and allowed for Twenty five  
thousand thirty one +  
25/100 only Php 25,031.25

Date

ROSIE J. GALLO  
Acting Director - FECD, OFM



Amount Due →

A. Certified

- ☐ Cash available  
☐ Subject to Authority to Debit Account  
☐ Supporting documents complete

B. Certified. Expenses/Advances are necessary and lawful.

MELITA S. STA. MARIA-THOMECZEK  
Assistant Secretary, OPAS  
Authorized Representative 10 Mar. '14

C. Approved for Payment

Signature		Signature	
Printed Name	LYRIE F. FULGENCIO	Printed Name	DOMINGO P. NOLASCO
Position	Acting Department Chief Accountant Head, Accounting Unit/Authorized Representative	Position	Assistant Secretary, OFM Agency Head/Authorized Representative
Date		Date	

JEV No.

137  
mike



Kagawaran ng Agnayang Panlabas

Department of Foreign Affairs

OFFICE OF MIDDLE EAST AND AFRICAN AFFAIRS

Expenses incurred for 10 - 12 Feb 2014, PH - EGYPT Joint Commission Meeting ( JCM ) and PH- South Africa Bilateral Consultative Forum ( BCF ) at Department of Foreign Affairs

Date	Items Description	OR #	Amount in Pesos
10 Feb 2014	PH-South Africa Bilateral Consultative Forum ( BCF )	197443	P10,200.00
11 Feb 2014	PH- Egypt Joint Commission Meeting ( JCM )	197441	16,500.00
TOTAL			P26,700.00

Note : Payable to -- ILUSTRADO RESTAURANT,

CERTIFICATION

I hereby certify that the foregoing expenses are true, lawful and beneficial to the interest of the public and connected with the exercise of powers and function of the Government in the conduct of foreign affairs.

  
PETRONILA P. GARCIA  
Assistant Secretary

Pasay City, 28 February 2014

w/ audit  
OK MAY 5, 2014

for 2/28/14

**OFFICE OF FISCAL MANAGEMENT**  
**Checklist of Documentary Requirements\***  
**(as of 17 August 2009)**

**MAINTENANCE AND OTHER OPERATING**  
**EXPENSES - Other Services**

**Payment of Restaurants/Banquets**

- Original Statement of Account  
Order Slip/Guest Check  
Certificate of Availability of Funds (CAF) *at*  
Representation Certificate  
Contract (original or CTC)  
Guest List/Delegation list  
Authority to sign  
Office Order, if applicable  
Program of Activities, if applicable

\*There could still be additional requirements unique to a particular transaction which may not have been anticipated. In such a case, a separate request for the additional documentary requirement/s will be made.

- ( ) **Subject to Pre-Audit**  
( ) **Not subject to Pre-Audit**

**AFRICAN AFFAIRS**

**PH - EGYPT Joint Commission**  
**eral Consultative Forum ( BCF ) at**

**OR # Amount in Pesos**

lative	197443	P10,200.00
leeting	197441	16,500.00
		<b>P26,700.00</b>

**JRANT,**

**CERTIFICATION**

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*Petronila P. Garcia*  
**PETRONILA P. GARCIA**  
**Assistant Secretary**

Pasay City, 28 February 2014

# ILUSTRADO

DINING EXCELLENCE IN THE WALLED CITY

February 10, 2014

CONFORME (OUTSIDE CATERING)-  
AM SNACKS  
DFA-OFFICE OF THE MIDDLE EAST & AFRICAN AFFAIRS  
MONDAY & TUESDAY, FEBRUARY 10 & 11, 2014  
MINIMUM OF 30 PAX (MONDAY) 55 PAX (TUESDAY)  
DFA ROXAS BOULEVARD- 11<sup>TH</sup> FLOOR

Attention Ms. Iris Caranzo Email: [iriscaranzo@gmail.com](mailto:iriscaranzo@gmail.com)

## I. FOOD-

**Monday, February 10, 2014, 30pax, 9:00am**

**Am Snacks- Php300.00 nett**  
Barbecued Chicken and Coleslaw Potato Skin  
Fresh Fruit (seasonal)  
Coffee or Tea/ 1 Round of Four Seasons

**Tuesday, February 11, 2014, 55pax, 9:00am**

**Am Snacks- Php300.00 nett**  
Barbecued Chicken and Coleslaw Potato Skin  
Fresh Fruit (seasonal)  
Coffee or Tea/ 1 Round of Four Seasons

## II. BEVERAGE ARRANGEMENT-

- Coffee or Tea and 1 round of Four Seasons included on the menu quoted above

## III. SET-UP-Availing of the menu quoted above entitles our client for 4 hours service with banquet set-up and bar waiter service in excess is Php4500.00 per hour.

- Tables and chairs c/o DFA
- Ilustrado will provide table napkins and white table cloth
- Wait staff

## IV. BILLING ARRANGEMENT- for sign and send billing to DFA- Office of the Middle East and African Affairs.

### Computation for your guidance:

Food Bill (February 10, 2014)	:	Php300.00 X 30 pax	=	Php9000.00
Food Bill (February 11, 2014)	:	Php300.00 X 55 pax	=	Php16,500.00

## V. CATERING AGREEMENT

Name of Client/s: **DFA- OFFICE OF THE MIDDLE EAST AND AFRICAN AFFAIRS**  
Address: \_\_\_\_\_  
Authorized Representative of: \_\_\_\_\_  
Address: \_\_\_\_\_

The **ILUSTRADO** and **CLIENT** agree as follows:

### Part I

#### Catering Service Period

1. **ILUSTRADO** and the **CLIENT** agree that this **CATERING AGREEMENT** between the parties is for catering service that shall commence and be effective upon execution of this **CATERING AGREEMENT**.
2. **ILUSTRADO** shall only be liable to perform its catering service hereunder only on **Monday & Tuesday, February 10 & 11, 2014, 9am-1pm** and catering service shall continue until **Monday & Tuesday, February 10 & 11, 2014, 9am-1pm** ("Hereinafter referred to as "Catering Service Period").
3. The Catering Service Period does not include the time for ingress and set-up. The **CLIENT** shall ensure that **ILUSTRADO** has at least four (4) hours for this purpose. In case the third party venue shall require the payment of fees for additional hours for ingress, the **CLIENT** shall be liable therefore.
4. The Catering Service Period may be extended by agreement of all parties.
5. In case of extension of the Catering Service Period, the **CLIENT** shall shoulder all the fees to be paid to any and all third parties by reason of such extension. The **CLIENT** shall be required to pay to **ILUSTRADO** an Extension Fee in the amount of **Four Thousand Five Hundred Pesos (Php4500.00)** for each hour of extension, subject to Section 4, Part 1.
6. In no case shall **ILUSTRADO** be compelled to extend the Catering Service Period and accept the Extension Fee.
7. The **ILUSTRADO** has a right to discontinue its catering service upon the expiration of the Catering Service Period in case there is no agreement for its extension. Upon discontinuance of the catering service, **ILUSTRADO** shall not be liable to the **CLIENT** for non-performance of its obligations hereunder and for damages.
8. **ILUSTRADO** shall not be liable for its failure to commence its catering service hereunder at the time indicated in the Catering Service Period if the cause is attributable to force majeure, any third party or the **CLIENT**, its representatives, relatives, guests and agents.
9. In case the **CLIENT**, its representatives, relatives, guests and agents or other third parties, prevent or in any manner cause **ILUSTRADO** to be delayed in delivering its catering service hereunder at the time indicated in the Catering Service Period, **ILUSTRADO** shall not be liable for any damages.
10. In case **ILUSTRADO** fails to commence its catering service hereunder at the time indicated in the Catering Service Period due to causes attributable to the **CLIENT**, its representatives, relatives, guests and agents or any third party, **ILUSTRADO** is not required to extend the Catering Service Period. In this case, the Catering Service Period may only be extended pursuant to Section 4 and 5 of Part I.

### Part II

#### Event Details

1. The details of the event are as follows:

- a. Date of Event: **Monday & Tuesday, February 10 & 11, 2014, 9am- 1pm**
- b. Location: **11<sup>th</sup> Floor, DFA Roxas Boulevard**
- c. Minimum Guaranteed Covers: **30 pax (Monday), 55 pax (Tuesday)**



2. The CLIENT must notify ILUSTRADO in writing at least seventy-two (72) hours before the scheduled date and time of the function of any change in the minimum guaranteed covers. ILUSTRADO shall not in anyway be held liable for the insufficiency of the food prepared in the event that the actual number of guests exceeds the minimum guaranteed covers. If the notice is sent through electronic means, it shall be valid only after an acknowledgment message is sent by the ILUSTRADO. The notice shall form part of this CATERING AGREEMENT and shall be an integral part hereof.
3. In case the CLIENT fails to provide a valid notice as to the final number of guests, ILUSTRADO shall not be compelled to accept additional guests. In this case, ILUSTRADO shall not be liable in any manner for its refusal to accept additional guests.
4. ILUSTRADO and CLIENT may agree on additional guests subject to the payment of fees at a rate agreed upon by the parties.
5. The CLIENT shall pay the minimum number of guests or the actual number of guests whichever is higher. The CLIENT agrees that the number of guests shall be determined exclusively by the representatives of ILUSTRADO. In case there is no written agreement pursuant to Section 4, Part II, the CLIENT likewise agrees that the number of guests shall be determined exclusively by the representatives of ILUSTRADO.

### **Part III**

#### **Food and Beverage**

1. For in-house events, all food and beverage items shall be purchased exclusively from or supplied by ILUSTRADO. The CLIENT or any of its representatives, relatives, guests or agents cannot bring into the designated place of function his or her own food and beverage items, unless ILUSTRADO'S written consent thereto is obtained at least ten (10) days before the scheduled date of the function. ILUSTRADO reserves the right to refuse to serve at the function food and beverage items belonging to the CLIENT which were brought without ILUSTRADO'S consent. In case the CLIENT, its representatives, relatives, guests and agents or other third parties, bring in food which is not supplied by the ILUSTRADO and without the written consent of the ILUSTRADO, ILUSTRADO shall not be liable for any and all damages in connection with all the food and beverage.
2. In the event that ILUSTRADO allows the CLIENT to bring in his or her own food and beverage items, the CLIENT shall be solely liable for the said items' good condition, quality and sufficiency. Likewise, the CLIENT shall be solely liable for any personal damages or injuries, including death, that may be suffered by the CLIENT'S guests and other persons attending the function on account of or by reason of the poor quality or condition of the CLIENT'S food and beverage. If it is impossible to determine which food caused the food poisoning or other similar injuries, the CLIENT agrees to assume full responsibility on the damages and injuries suffered by his or her guests.
3. The CLIENT agrees to hold ILUSTRADO free and harmless for delays in serving the food due to the acts and instructions of the CLIENT, its representatives, relatives, guests and agents or other third parties.
4. ILUSTRADO reserves the right to change the menu as indicated in the case of no availability of raw materials or other justified reasons, without prior notice.
5. Any addition or modification to this Catering Agreement by the CLIENT on the day of the event will be included on the settlement bill after the event or function.
6. The CLIENT shall choose the food and beverage packages/menu in accordance with the options contained in the Menu Proposal/Catering Package. The CLIENT shall notify ILUSTRADO in writing regarding the chosen food and beverage packages/menu within (3) three months before the date of the event or function. The notice shall form an integral part hereof.

### **PART IV**

#### **Booking Deposit, Billing and Payment**

1. ILUSTRADO shall only accept payment in cash or company cheque. Cheque payments must be addressed to Ilustrado. Cheque payments must be given at least five (5) working days prior to payment deadlines for clearing. If the CLIENT fails to provide the cheque within five (5) working days prior to payment deadlines, ILUSTRADO shall

have the right to discontinue its catering service hereunder and ILUSTRADO shall not be liable for any damage arising thereto.

2. A Php 10,000 reservation fee ("Deposit") is required to confirm the CLIENT's booking. A (60%) sixty percent deposit ("Partial Payment") is required three months before the function date. At least fourteen (14) days before the scheduled function date, the CLIENT agrees to pay in full the maximum guaranteed covers ("Full Payment"). All payments shall be due without a need for a demand from ILUSTRADO. If the CLIENT fails to provide payments either for the Deposit, the Partial Payment or the Full Payment on the date it is due, ILUSTRADO shall have the right to discontinue its catering service hereunder and ILUSTRADO shall not be liable for any damage arising thereto. ILUSTRADO reserves the right to cancel without notice to the CLIENT the reservations with unpaid balance at the time of the scheduled function date.
3. All other amount arising due to the increase in the number of guests shall be paid by the CLIENT, upon presentation of the bill before the end or close of the function. In such event, the CLIENT is duly informed that ILUSTRADO will only accept payment in cash.
4. The original Expanded Withholding Tax (EWT) Certificate shall be required from companies that are extended special tax exemptions. Failure to supply the said document prior to the date of the function shall nullify this privilege thus client must pay full amount required.

#### Part V Postponement and Cancellation

1. In the event that the CLIENT decides to cancel the functions for whatever reason, whatever deposit or payment made shall be forfeited in favor of ILUSTRADO. Notice of cancellation shall be in writing.
2. If the CLIENT opts to postpone the function to a later date, the CLIENT shall be only credited with an amount equivalent to eighty (80%) percent of the payment made for the original date provided that the new date of the function shall be within one hundred eighty (180) days from original date agreed upon. The remaining twenty (20%) percent shall be paid on \_\_\_\_\_. Notice of postponement shall be in writing.
3. If the CLIENT opts to postpone the function to a date beyond one hundred eighty (180) days from the original date, only 50% of the payment made for the original date will be credited. The remaining fifty (50%) percent shall be paid on \_\_\_\_\_. Notice of postponement shall be in writing.
4. Any change in the function date shall be communicated in writing by the CLIENT and must be received by the ILUSTRADO at least two (2) months prior to the scheduled date of function.
5. If the notice of cancellation is made after the confirmation of the booking and within the six (6) month period before the date of the event, a cancellation fee in the amounting to fifty percent (50%) of the total contract price shall apply for events scheduled for the month of December.
6. The ILUSTRADO and its representatives accept no responsibility whatsoever for any cancellation, or change to the terms of the booking becomes necessary due to war or threat of war, riots, civil commotion, terrorist activities, industrial disputes, natural and nuclear disasters, fire, flood, adverse weather conditions, technical problems with transportation, closure or congestion of airports, alterations or cancellation of schedules by carriers, or any other events beyond their control. The CLIENT shall not be entitled to a refund and in no case shall the CLIENT be compensated thereof. Further, no amount of the deposit or payment made by the CLIENT will be credited in case the CLIENT decides to postpone or rebook to a new date.
7. In no case shall the ILUSTRADO provide a refund.

#### PART VI Miscellaneous

1. The CLIENT shall indemnify ILUSTRADO for damages to its equipment caused by the CLIENT's agents, representatives, relatives, guests and other third parties whom the Client contracted for this event.

2. ILUSTRADO does not insure the success of the event or function.
3. ILUSTRADO shall not be liable for damages arising out of or by reason of the changes made by the CLIENT or any of its representatives, relatives, agents or any third party contracted by the CLIENT.
4. The CLIENT holds the ILUSTRADO free harmless from complaints by its guests, representatives, relatives and agents.
5. The CLIENT gives ILUSTRADO absolute discretion to determine the sufficiency of the amount of food and beverages based on industry standards. The CLIENT acknowledges that the amount of food to be prepared by ILUSTRADO is based on the ordinary and customary standards of its trade. ILUSTRADO shall not in anyway be held liable for the insufficiency of the food and beverages prepared in the event of extraordinary consumption by the guests.
6. ILUSTRADO shall not be liable if the food and beverage is not in accordance with the preference of the CLIENT's guests, representatives, relatives and agents. The CLIENT's opinion on the quality and quantity of the food and beverage shall not render ILUSTRADO liable for any compensation, damage or refund whatsoever. In no case shall ILUSTRADO provide a refund.
7. In the event of suit against the CLIENT to enforce collection of unpaid bills, In addition to its money claim, ILUSTRADO is entitled to recover an additional twenty five (25%) percent of the money claim with twelve (12%) percent interest per annum. In no case shall the amount be less than P20, 000.00, excluding interests. The CLIENT shall also be liable for attorney's fees, costs of suit and other allied fees.
8. ILUSTRADO and CLIENT agree that the Venue of any and all suits between ILUSTRADO and CLIENT or any of its representatives, relatives and agents shall be filed in the proper courts of Manila, Metro Manila.
9. In case there is any kind of dispute, arising out of or by reason of this Catering Agreement, all suits to be filed by the CLIENT, or any of its representatives, relatives and agents, against ILUSTRADO, must be referred to arbitration or mediation prior to the institution of a suit.
10. If the CLIENT is a corporation, the CLIENT and its signatory warrant that at the time of execution of this contract, the performance and observance of the terms and conditions of this contract has been authorized by its Board of Directors and the signatory to this contract is authorized as such.
11. Rates are subject to VAT and 10% service charge. Rates may change without prior notice.
12. ILUSTRADO and the CLIENT attest that they have entered into this CATERING AGREEMENT freely and voluntarily and that they fully understand the terms and conditions thereof.


**COSMOPOLITAN CUISINE AND CATERERS, INC.**  
*Ilustrado*

**DFA- OFFICE OF THE MIDDLE EAST &  
 AFRICAN AFFAIRS**  
 Client

By:

(signed)  
 ONA CASIL  
 Reservation Officer  
 Ilustrado

By:

  
 \_\_\_\_\_  
 Authorized Representative  
 DFA- Office of the Middle East & African Affairs

# ILUSTRADO

DINING EXCELLENCE IN THE WALLED CITY

February 7, 2014

## LIST OF EQUIPMENTS AND NAME OF STAFF

DFA- OFFICE OF THE MIDDLE EAST AND AFRICAN AFFAIRS  
MONDAY & TUESDAY, FEBRUARY 10- 11, 2014, 9AM  
DFA, ROXAS BOULEVARD

NAME: ONA CASIL  
VICTOR CASTRO- HEAD WAITER  
CHRISTOPHER JACOB  
RONALD ECHEVARIA  
ARNEL MACARAIG- DRIVER

### EQUIPMENTS:

1 bag of linens  
30 plates  
30 collins  
30 spoon and fork  
30 cup underliner  
30 coffee cups  
2 water pitcher  
1 bar tray  
1 oval tray  
9 rectangular plates  
1 iced chest  
Gold charger plate  
1 althosiam



Lawaran ng Agnayang Panlabas

OFFICE OF MIDDLE EAST AND AFRICAN AFFAIRS

Department of Foreign Affairs

**EXTREMELY URGENT**

0037307

MEMORANDUM FOR THE SECRETARY OF FOREIGN AFFAIRS

DEPARTMENT OF FOREIGN AFFAIRS  
OSEC-COORD

THROUGH :

THE UNDERSECRETARY, OUA  
THE UNDERSECRETARY, OUP  
THE ASSISTANT SECRETARY, OFM

**RECEIVED**  
FEB 05 2014

BY: *[Signature]*  
NO: *[Signature]*

From :

*[Signature]*  
**PETRONILA P. GARCIA**  
Assistant Secretary

Subject :

**Budget Request for the Philippine Hosting of the 2nd PH-South Africa Bilateral Consultative Forum (BCF) at the Department of Foreign Affairs on 10 February 2014**

Date :

20 January 2014

Further to the approved Memorandum dated 25 November 2013 on the hosting of the 2<sup>nd</sup> PH-South Africa Bilateral Consultative Forum (BCF), OMEAA respectfully requests the Secretary's approval of **SIXTY FIVE THOUSAND SEVEN HUNDRED TWENTY FIVE (Php 65,725.00)** to cover expenses for the hosting of the said Forum in Manila on 10 February 2014.

The Philippine delegation will be headed by OMEAA Assistant Secretary Petronila P. Garcia.

In this regard, OMEAA respectfully requests the approval of.

Enclosed for the Secretary's consideration is the breakdown of the proposed budget.

☒ Approved

☐ Disapproved

*[Signature]*  
**ALBERT F. DEL ROSARIO**  
Secretary

Encls: As stated

OFFICE OF MIDDLE EAST AND AFRICAN AFFAIRS

EXTREMELY URGENT

MEMORANDUM FOR THE SECRETARY OF FOREIGN AFFAIRS

THROUGH : THE UNDERSECRETARY, OUA  
THE UNDERSECRETARY, OUP  
THE ASSISTANT SECRETARY, OFM

From : PETRONILA P. GARCIA  
Assistant Secretary

Subject : Budget Request for the Philippine Hosting of the 2nd PH-South  
Africa Bilateral Consultative Forum (BCF) at the Department of  
Foreign Affairs on 10 February 2014

Date : 20 January 2014

Further to the approved Memorandum dated 25 November 2013 on the hosting of the 2<sup>nd</sup> PH-South Africa Bilateral Consultative Forum (BCF), OMEAA respectfully requests the Secretary's approval of **SIXTY FIVE THOUSAND SEVEN HUNDRED TWENTY FIVE (Php 65,725.00)** to cover expenses for the hosting of the said Forum in Manila on 10 February 2014.

The Philippine delegation will be headed by OMEAA Assistant Secretary Petronila P. Garcia.

In this regard, OMEAA respectfully requests the approval of.

Enclosed for the Secretary's consideration is the breakdown of the proposed budget.

( ) Approved ( ) Disapproved

ALBERT F. DEL ROSARIO  
Secretary

Encls: As stated



OFFICE OF FISCAL MANAGEMENT

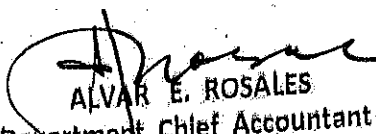
CERTIFICATE OF AVAILABILITY OF FUNDS

This is to certify that the amount of **SIXTY FIVE THOUSAND SEVEN HUNDRED TWENTY FIVE (Php 65,725.00)** is available to cover payment for the Hotel accommodation, snacks, VIP lunch and staff meal, transportation and gasoline expenses and meals for closein security and miscellaneous expense, chargeable against OMEAA fund, in connection with the Philippine Hosting of the 2<sup>nd</sup> PH-South Africa Bilateral Consultative Forum, (BCF) on 10 February 2014, Subject to existing accounting and auditing rules and regulations.

Funds provided for the purpose will be valid thirty (30) days from the end of the said event.

This Certification is issued for whatever lawful purpose it may serve.

For the Assistant Secretary :

  
ALVAR E. ROSALES  
Department Chief Accountant

10 February 2014

02 - 14 - 0030

**OFFICE OF MIDDLE EAST AND AFRICAN AFFAIRS**

**CERTIFICATE OF AVAILABILITY OF FUNDS**

This is to certify that the amount of **SIXTY FIVE THOUSAND SEVEN HUNDRED TWENTY FIVE (Php 65,725.00)** is available to cover the cost of hotel accomodation, meals, transportation and gasoline expenses, meals for close-in security, and miscellaneous expenses, chargeable against the Secretary's Foreign Dignitaries Fund, subject to existing accounting and auditing rules and regulations.

Funds provided for the purpose will be valid 30 days from the end of the event.

This certification is issued for whatever lawful purpose it may serve.

For the Assistant Secretary:

**ALVAR E. ROSALES**  
Department Chief Accountant

Pasay City, 20 January 2014

**BUDGET DIVISION-CAF**

10 FEB 2014  
02 - 14 - 0030



**BUDGET PROPOSAL FOR THE PHILIPPINE HOSTING OF THE 2<sup>ND</sup> PH-SOUTH  
AFRICA BILATERAL CONSULTATIVE FORUM (BCF) ON 10 FEBRUARY 2014**

**BUDGET ESTIMATE**

	Unit Cost (in Php)	Pax	No. of Days		
INCHEON – VIPs	1,950.00	20	1	<u>39,000.00</u>	
Meal*	650.00	5	1	<u>3,250.00</u>	
Snacks	300	25	1	<u>7,500.00</u>	
Snacks	200	25	1	<u>5,000.00</u>	
					<b>54,750.00</b>
					<b>5,000.00</b> ✓ *
MEAA ASSEC'S GIFT HEAD OF LEGATION					
					<b>59,750.00</b>
<b>SUB-TOTALS</b>					
Reserve Margin for Unforeseen Expenses (%)					<b>5,975.00</b>
					<b>65,725.00</b>
<b>GRAND TOTAL</b>					

Staff Meals includes (1) Protocol officer, (3) OMEAA staff and (1) South African Embassy Staff



0034741

OFFICE OF MIDDLE EAST AND AFRICAN AFFAIRS DEPARTMENT OF FOREIGN AFFAIRS  
OSEC-COORD

RECEIVED  
NOV 29 2013

**URGENT**

**MEMORANDUM FOR THE SECRETARY OF FOREIGN AFFAIRS**

**THROUGH :** The Undersecretary for Policy  
**Cc :** The Undersecretary for International Economic Relations

**FROM :**   
**PETRONILA P. GARCIA**  
Assistant Secretary

**SUBJECT :** Proposed 2<sup>nd</sup> PH-South Africa Bilateral Consultative Forum  
(BCF) on 17-20 February 2014 in Manila

**DATE :** 26 November 2013

With reference to the enclosed *Minutes of the 1<sup>st</sup> Philippines-South Africa Bilateral Consultative Forum (BCF)*, OMEAA respectfully recommends the convening of the 2<sup>nd</sup> PH-South Africa Bilateral Consultative Forum (BCF) on 18 February 2014 in Manila, Philippines.

The BCF is an implementation of the *Memorandum of Understanding on the Establishment of Bilateral Consultations between the Department of Foreign Affairs of the Republic of the Philippines and the Ministry of International Relations and Cooperation of the Republic of South Africa*, signed in September 2012 at the sidelines of the 67<sup>th</sup> UN General Assembly in New York. I will lead the Philippine delegation as the MOU specified that the head of the delegation is Assistant Secretary level.

The BCF will follow up on the results of the 1<sup>st</sup> Philippines-South Africa BCF held on 30 January 2013 in Pretoria, South Africa, and the commitments made during the official working visit of OUIER Undersecretary Laura Q. del Rosario to South Africa on 27 June to 1 July 2013. The meeting will discuss the proposed *Philippines-South Africa Technical Cooperation Agreement in the Field of Agriculture*, the proposed linkages between the South African Agricultural Research Council (ARC) and the International Rice Research Institute (IRRI), the University of the Philippines, Los

Banos (UPLB), and PhilRice, the proposed Philippine importation of citrus fruits from South Africa, the re-negotiations on the proposed *Philippines-South Africa Air Services Agreement*, medical tourism programs and other areas for educational cooperation between the Philippines and South Africa, and the proposed twinning agreement between Univ. of Pretoria and UP Diliman.

South Africa is the largest trading partner of the Philippines in the African region and 29<sup>th</sup> in the world, with more than US\$ 81 million in total trade from January to December 2012. In addition, South African mining company Gold Fields has been undertaking significant business development projects in the country and has made one of the largest investments in the Philippines last year in the amount of US\$420M and has acquired 40% of Philippine mining company Far Southeast Resources.

Finally, the Philippines and South Africa actively support each other in various multilateral fora, such as *quid pro quo* arrangements for candidatures to multilateral organizations, such as UN bodies.

For the Secretary's approval.

[ ☒ ] Approved/ [ ☐ ] Disapproved

  
ALBERT F. DEL ROSARIO  
Secretary of Foreign Affairs

Cost-comparison for the Services of Companies:

Philippine Hosting of the 2<sup>nd</sup> PH-South Africa Bilateral Consultative Forum (BCF)  
10 February 2014, 14th Floor Elpidio Quirino Hall, DFA

REQUIREMENTS	HIGHEST QUOTE	MEDIUM QUOTE	LOWEST QUOTE
I. Lunch	Shangri-La Hotel	Sofitel Hotel	Diamond Hotel
	Cost/pax	Cost/pax	Cost/pax
VIPs	Php 2,300.00 x 20 pax <u>= Php 46,000.00</u>	Php 2,223.00 x 20 pax <u>=Php 44,460.00</u>	Php 1,950.00 x 20 pax <u>= Php 39,000.00</u>
Staff Meals	Php 1,600.00 x 10 pax <u>=Php 16,000.00</u>	Php 750.00 x 10 pax <u>=Php 7,500.00</u>	Php 650.00 x 10 pax <u>=Php 6,500.00</u>
TOTAL =	<u>Php 62,000.00</u>	<u>Php 51,960.00</u>	<u>Php 45,400.00</u>

**BUDGET PROPOSAL FOR THE PHILIPPINE HOSTING OF THE 2<sup>ND</sup> PH-SOUTH AFRICA BILATERAL CONSULTATIVE FORUM (BCF) ON 10 FEBRUARY 2014**

**BUDGET ESTIMATE**

	Unit Cost (in Php)	Pax	No. of Days		
NCHEON – VIPs	1,950.00	20	1	<u>39,000.00</u>	
Meal*	650.00	5	1	<u>3,250.00</u>	
nacks	300	25	1	<u>7,500.00</u>	
nacks	200	25	1	<u>5,000.00</u>	
					54,750.00
					5,000.00
MEAA ASSEC'S GIFT HEAD OF EGATION					
					59,750.00
TOTALS					
: Reserve Margin for rseen Expenses )					5,975.00
ND TOTAL					65,725.00

*ff Meals includes (1) Protocol officer, (3) OMEAA staff and (1) South African Embassy Staff*



OFFICE OF MIDDLE EAST AND AFRICAN AFFAIRS

EXTREMELY URGENT

MEMORANDUM FOR THE UNDERSECRETARY, OUA

THROUGH : THE UNDERSECRETARY, OUP *ja*  
THE ASSISTANT SECRETARY, OFM *DM*

From : *Petronila P. Garcia*  
PETRONILA P. GARCIA  
Assistant Secretary

Subject : Budget Request for the Philippine Hosting of the 8<sup>th</sup> PH-Egypt  
Joint Commission Meeting (JCM) at the Department of Foreign  
Affairs on 10-12 February 2014

Date : 20 January 2014

OMEAA respectfully informs the Secretary that the Philippines will host the 8<sup>th</sup> PH-Egypt Joint Commission Meeting (JCM) on 10-12 February 2014 at the Carlos P. Garcia Conference Hall, 11<sup>th</sup> Floor of the Department of Foreign Affairs.

The Philippine delegation will be headed by Undersecretary Jesus I. Yabes while the Egyptian side will be headed by Assistant Foreign Minister for Asian Affairs, H.E. Ahmed Ismail Abdelmoaty.

In this regard, OMEAA respectfully requests the approval of **THREE HUNDRED ONE THOUSAND EIGHT HUNDRED SIXTY ONE & 23/100 (Php 301,861.23)** to cover expenses for the hosting of the said Meeting.

Enclosed is the breakdown of the proposed budget, for the Secretary's consideration and approval.

☒ Approved      ☐ Disapproved

*Rafael E. Seguis*  
RAFAEL E. SEGUIS  
Undersecretary

Encls: As stated

OFFICE OF MIDDLE EAST AND AFRICAN AFFAIRS

**EXTREMELY URGENT**

MEMORANDUM FOR THE UNDERSECRETARY, OUA

THROUGH : THE UNDERSECRETARY, OUP  
THE ASSISTANT SECRETARY, OFM

From :   
PETRONILA P. GARCIA  
Assistant Secretary 

Subject : Budget Request for the Philippine Hosting of the 8<sup>th</sup> PH-Egypt  
Joint Commission Meeting (JCM) at the Department of Foreign  
Affairs on 10-12 February 2014

Date : 20 January 2014

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In this regard, OMEAA respectfully requests the approval of **THREE HUNDRED ONE THOUSAND EIGHT HUNDRED SIXTY ONE & 23/100 (Php 301,861.23)** to cover expenses for the hosting of the said Meeting.

Enclosed is the breakdown of the proposed budget, for the Secretary's consideration and approval.

[ ] Approved [ ] Disapproved

RAFAEL E. SEGUIS  
Undersecretary 

Encls: As stated



OFFICE OF FISCAL MANAGEMENT

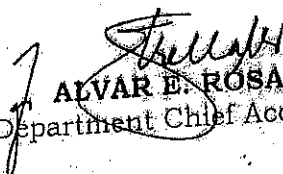
CERTIFICATE OF AVAILABILITY OF FUNDS

This is to certify that the amount of **THREE HUNDRED ONE THOUSAND EIGHT HUNDRED SIXTY ONE & 23/100 PESOS ONLY (Php301,861.23)** is available to cover payment for the hotel accommodation, snacks, VIP lunch and staff meal, transportation and actual overtime charges, meal allowance for protocol and close-in security for head of delegation, gifts and miscellaneous expenses in connection with the Philippine Hosting of the 8<sup>th</sup> PH-Egypt Joint Commission Meeting (JCM) on 10-12 February 2014, chargeable against OMEAA's MOOE, subject to existing accounting and auditing rules and regulations.

Funds provided for the purpose will be valid thirty (30) days from the end of the said event.

This Certification is issued for whatever lawful purpose it may serve.

For the Assistant Secretary:

  
**ALVAR E. ROSALES**  
Department Chief Accountant

06 February 2014

**BUDGET DIVISION-GAF**

07 FEB 2014

02 - 14 - 0029



**BUDGET PROPOSAL FOR THE PHILIPPINE HOSTING OF THE 8<sup>TH</sup> PH-EGYPT  
JOINT COMMISSION MEETING (JCM) ON 10-12 FEBRUARY 2014**

**BUDGET ESTIMATE**

<b>ACCOMMODATION</b>	<b>Unit Cost (in Php)</b>	<b>Days</b>	<b>No. of rooms</b>	<b>Amount</b>	<b>Subtotal</b>
one Bedroom Suite for the Assistant Foreign Minister	16,162.77	3	1	48,488.30	
Deluxe Room for one (1) member of the Egyptian legation	9,154.13	3	1	27,462.40	
Deluxe Room for one (1) protocol officer and one (1) close-in security (double occupancy)	8,827.20	3	1	26,481.60	
					<b>102,432.30</b>
	<b>Unit Cost (in Php)</b>	<b>Pax</b>	<b>No. of Days</b>		
<b>LUNCHEON – VIPs</b> (hosted by SFA)	1,950.00	20	1	<u>39,000.00</u>	
<b>Staff Meal**</b>	650.00	10	1	<u>6,500.00</u>	
<b>M Snacks</b>	300	30	1	<u>9,000.00</u>	
<b>M Snacks</b>	200	30	1	<u>6,000.00</u>	
					<b>60,500.00</b>
<b>TRANSPORTATION</b>	<b>Unit Cost (in Php)</b>	<b>Days</b>	<b>Unit</b>		
Mercedes Benz E Class Assistant Foreign Minister (10 hrs/day)	19,421.00	3	1	58,263.00	
Toyota Innova for one (1) member of the Egyptian legation, (1) one protocol officer and one (1) close-in security (10 hrs/day)	4,470.00	3	1	13,410.00	
<i>Predicted overtime charges</i>				<u>28,164.00</u>	
					<b>99,837.00</b>

<b>MEAL ALLOWANCE OR SECURITY CONTINGENT</b>					
	<b>Unit Cost (in Php)</b>	<b>Day</b>	<b>No. of Pax</b>		
Meal for one (1) protocol	300.00	3	1	900.00	✓
Meal for one (1) close-in security for head of delegation	250.00	3	1	750.00	✓
					1,650.00
					10,000.00
<b>USEC'S GIFT FOR HEAD OF DELEGATION</b>					
					274,419.30
<b>SUB-TOTALS</b>					
<b>Plus: Reserve Margin for Unforeseen Expenses (10%)</b>					27,441.93
					301,861.23
<b>GRAND TOTAL</b>					

\*Nett price.

\*\*Staff meal (2 protocol officers, 2 close-in security, 3 OMEAA staff, 1 Usec's staff and 2 Egypt Embassy staff)

Cost-comparison for the Services of Companies:

Philippine Hosting of the 8<sup>th</sup> PH-Egypt Joint Commission Meeting (JCM)  
on 10-12 February 2014

REQUIREMENTS	HIGHEST QUOTE	MEDIUM QUOTE	LOWEST QUOTE
Accommodation	Edsa Shangri-La Hotel	Sofitel Hotel	New World Makati Hotel
1. Room for the Assistant Foreign Minister (HOD)	<p><u>Php 16,703.53/night/room (Tower Wing Executive)</u></p> <p>Php 16,703.53 x 3 nights x 1 room = Php 50,110.59</p> <p><b>= Php 50,110.59</b></p>	<p><u>Php 10,850/night/room (Luxury Club Room)</u></p> <p>Php 10,850 x 3 nights x 1 room = Php 32,550.00 + Php 10,850 (for 2 days 50% charge for early check-in or late check out) + Php 3,906.00 (12% VAT) + Php 268.54 (0.825% city tax) + Php 3,255.00 (10% Service Charge)</p> <p><b>= Php 50,829.54</b></p>	<p><u>Php 13,853.80/night/room (One Bedroom Suite)</u></p> <p>Php 13,853.80 x 3 nights x 1 room = Php 41,561.40 + Php 6,926.90 (additional half-day net charge for early check-in or late check out)</p> <p><b>= Php 48,488.30</b></p>
2. Room for one (1) member of the Egyptian delegation	<p><u>Php 14,492.77/night/room (Tower Wing Premier)</u></p> <p>Php 14,492.77 x 3 nights x 1 room = Php 43,478.31</p> <p><b>= Php 43,478.31</b></p>	<p><u>Php 7,870/night/room (Luxury Club Room)</u></p> <p>Php 7,870 x 3 nights x 1 room = Php 23,610.00 + Php 7,870 (for 2 days 50% charge for early check-in or late check out) + Php 2,833.20 (12% VAT) + Php 194.78 (0.825% city tax) + Php 2361.00 (10% Service Charge)</p> <p><b>= Php 36,868.98</b></p>	<p><u>Php 7,846.40/night/room (Deluxe Room)</u></p> <p>Php 7,846.40 x 3 nights x 1 room = Php 23,539.20 + Php 3,923.20 (additional half-day net charge for early check-in or late check out)</p> <p><b>= Php 27,462.40</b></p>
3. Room for the one (1) close-in security and (1) protocol officer (double occupancy)	<p><u>Php 13,755.85/night/room (Tower Wing Deluxe)</u></p> <p>Php 13,755.85 x 3 nights x 1 room = Php 41,267.55</p>	<p><u>Php 6,900.00/night/room (Superior Room)</u></p> <p>Php 6,900 x 3 nights x 1 room = Php 20,700.00 + Php 6,900 (for 2 days 50% charge for early check-in or late check out) + Php 2,484.00 (12% VAT) + Php 170.78 (0.825%</p>	<p><u>Php 8,827.20/night/room (Deluxe Room – Double Occupancy)</u></p> <p>Php 8,827.20 x 3 nights x 1 room = Php 26,481.60</p>

	= <u>Php 41,267.55</u>	city tax) + Php 2,070.00 (10% Service Charge)  = <u>Php 32,324.78</u>	= <u>Php 26,481.60</u>	
<b>TOTAL =</b>	<b>Php 134,856.50</b>	<b>Php 120,023.30</b>	<b>Php 102,432.30</b>	

REQUIREMENTS	HIGHEST QUOTE	MEDIUM QUOTE	LOWEST QUOTE	
II. Lunch	Shangri-La Hotel	Sofitel Hotel	Diamond Hotel	
	Cost/pax	Cost/pax	Cost/pax	
VIPs	Php 2,300.00 x 20 pax = <u>Php 46,000.00</u>	Php 2,223.00 x 20 pax = <u>Php 44,460.00</u>	Php 1,950.00 x 20 pax = <u>Php 39,000.00</u>	
Staff Meals	Php 1,600.00 x 10 pax = <u>Php 16,000.00</u>	Php 750.00 x 10 pax = <u>Php 7,500.00</u>	Php 650.00 x 10 pax = <u>Php 6,500.00</u>	
<b>TOTAL =</b>	<u>Php 62,000.00</u>	<u>Php 51,960.00</u>	<u>Php 45,500.00</u>	

REQUIREMENTS	HIGHEST QUOTE			MEDIUM QUOTE			LOWEST QUOTE		
	Unit Cost	No. of Days	Unit Cost	No. of Days	Unit	Unit	Unit Cost	No. of Days	Unit
III. Transportation	KRSC TOUR HUB AND TRANSPORT SERVICES			ENTERPRISE LEASING CORPORATION			SIXT RENT A CAR		
Mercedes Benz E Class for the Egyptian Assistant Foreign Minister and close-in security (10 hrs/day)	Php 23,000.00 x 3 days x 1 unit <b>=Php 69,000.00</b>  <b>Additional:</b>  <b>Excess hour rate:</b> 4 hrs x 2,300.00 x 3 days x 1 unit <b>= Php 27,600.00</b>  <b>=Php 96,600.00</b>			Php 23,360.00 x 3 days x 1 unit <b>=Php 70,080.00</b>  <b>Additional:</b>  <b>Excess hour rate:</b> 4 hrs x 2,360.00 x 3 days x 1 unit <b>=Php 28,320.00</b>  <b>=Php 98,400.00</b>			Php 19,421.00 x 3 days x 1 unit <b>=Php 58,263.00</b>  <b>Additional:</b>  <b>Excess hour rate:</b> 4 hrs. x Php 1,900.00 x 3 days x 1 unit <b>=Php 22,800.00</b>  <b>=Php 81,063.00</b>		
Toyota Innova for the Egyptian delegation and protocol officer (10 hrs/day)	Php 5,000.00 x 3 days x 1 unit <b>=Php 15,000.00</b>  <b>Additional:</b>  <b>Excess hour rate:</b> 4 hrs x Php 500.00 x 3 days x 1 unit <b>=Php 6,000.00</b>  <b>=Php 21,000.00</b>			Php 4,000.00 x 3 days x 1 unit <b>=Php 12,000.00</b>  <b>Additional:</b>  <b>Excess hour rate:</b> 4 hrs x Php 400.00 x 3 days x 1 unit <b>=Php 4,800.00</b>  <b>=Php 16,800.00</b>			Php 4,470.00 x 3 days x 1 unit <b>=Php 13,410.00</b>  <b>Additional:</b>  <b>Excess hour rate:</b> 4 hrs x Php 447.00 x 3 days x 1 unit <b>=Php 5,364.00</b>  <b>=Php 18,774.00</b>		
<b>TOTAL</b>	<b><u>Php 117,600.00</u></b>			<b><u>Php 115,200.00</u></b>			<b><u>Php 99,837.00</u></b>		



## OFFICE OF MIDDLE EAST AND AFRICAN AFFAIRS

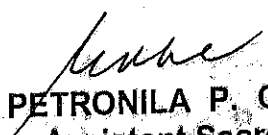
Expenses incurred for 10 - 12 Feb 2014, PH - EGYPT Joint Commission Meeting ( JCM ) and PH- South Africa Bilateral Consultative Forum ( BCF ) at Department of Foreign Affairs

Date	Items Description	OR #	Amount in Pesos
10 Feb 2014	PH-South Africa Bilateral Consultative Forum ( BCF )	197443	P10,200.00
11 Feb 2014	PH- Egypt Joint Commission Meeting ( JCM )	197441	16,500.00
TOTAL			P26,700.00


Note : Payable to -- ILUSTRADO RESTAURANT,

## CERTIFICATION

I hereby certify that the foregoing expenses are true, lawful and beneficial to the interest of the public and connected with the exercise of powers and function of the Government in the conduct of foreign affairs.

  
PETRONILA P. GARCIA  
Assistant Secretary

Pasay City, 28 February 2014

 4 Mar '14



OFFICE OF MIDDLE EAST AND AFRICAN AFFAIRS

Expenses incurred for 10 - 12 Feb 2014, PH - EGYPT Joint Commission Meeting ( JCM ) and PH- South Africa Bilateral Consultative Forum ( BCF ) at Department of Foreign Affairs

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10 Feb 2014 PH-South Africa Bilateral Consultative Forum ( BCF ) 197443 P10,200.00 ✓

11 Feb 2014 PH- Egypt Joint Commission Meeting ( JCM ) 197441 ✓ 16,500.00 ✓

TOTAL P26,700.00

Note : Payable to -- ILUSTRADO RESTAURANT,

CERTIFICATION

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PETRONILA P. GARCIA  
Assistant Secretary

Pasay City, 28 February 2014

NOTE :

10 FEB 2014 - BCF South Africa \$10,200.00

FOR NOTICE OF AWARD

JEN  
20 May 2014

FIVE



Kagawaran ng Agnayang Panlabas

Department of Foreign Affairs

OFFICE OF MIDDLE EAST AND AFRICAN AFFAIRS

Expenses incurred for 10 - 12 Feb 2014, PH - EGYPT Joint Commission Meeting ( JCM ) and PH- South Africa Bilateral Consultative Forum ( BCF ) at Department of Foreign Affairs

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PETRONILA P. GARCIA  
Assistant Secretary

Pasay City, 28 February 2014

( 2/2/14 )

FIVE



**OFFICE OF MIDDLE EAST AND AFRICAN AFFAIRS**

Expenses incurred for 10 - 12 Feb 2014, PH - EGYPT Joint Commission Meeting ( JCM ) and PH- South Africa Bilateral Consultative Forum ( BCF ) at Department of Foreign Affairs

Date	Items Description	OR #	Amount in Pesos
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TOTAL-----			P26,700.00 =====

Note : Payable to -- ILUSTRADO RESTAURANT,  
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**CERTIFICATION**

I hereby certify that the foregoing expenses are true, lawful and beneficial to the interest of the public and connected with the exercise of powers and function of the Government in the conduct of foreign affairs.

**PETRONILA P. GARCIA**  
Assistant Secretary 

Pasay City, 28 February 2014

# ILUSTRADO

*Dining Excellence in the Walled City*  
44 Gen. Luna St., Intramuros, Manila 1002  
Tel. No. 527-36-75

REF. NO. S/A NO. 493-14

**STATEMENT OF ACCOUNT**  
**DATE : AS OF FEBRUARY 11, 2014**

TO : DEPARTMENT OF FOREIGN AFFAIRS  
Office of the Middle East and African Affairs  
DFA Bldg., Roxas Blvd, Pasay City  
ATTENTION Ms. Iris Caranzo 09179180660, 09175918818  
CP#09179180660, 09175918818

DATE	PARTICULARS	DEBIT	CREDIT	BALANCE
2/10/2014	FC#197443 - FOOD SALES	10,200.00		26,700.00
2/11/2014	FC#197441 - FOOD SALES	16,500.00		
	<b>TOTAL &gt;&gt;&gt;&gt;&gt;</b>			26,700.00

Prepared & Checked by ;

FORTUNE ESTRELLA  
Account In Charge

APPROVED BY:

MRS. NIDIA A. CEA  
Assistant gen. Manager

**"PLEASE MAKE CHECK PAYABLE TO ILUSTRADO RESTAURANT"**

Note: An interest of 4% per month will be charged on all accounts over 30 days.

# ILUSTRADO

(Gen. Luna St.)  
Intramuros, Manila  
TIN - 001-093-824-000 VAT

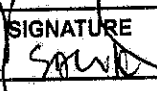
Operated by Cosmopolitan Cuisine & Caterers, Inc.

DATE	SERVER	TABLE	PERSONS	CHECK NO.
02-10-19	MC	DFA	34	197448
AM SNACK		<b>FOOD</b>		
P 300.00 net X 34 PAX = P 10,200.00				
S.C.		P 10,200.00		
TAX 12%				
TOTAL ▶				
PRINTED NAME		SIGNATURE		
JEFFREY CALU				
ADDRESS		DEPARTMENT OF FOREIGN AFFAIRS		

# ILUSTRADO

744 Calle Real del Palacio  
(Gen. Luna St.)  
Intramuros, Manila  
TIN - 001-093-824-000 VAT

Operated by Cosmopolitan Cuisine & Caterers, Inc.

DATE	SERVER	TABLE	PERSONS	CHECK NO.
02-11-11	NC	4A	JS	197441 <sup>A</sup>
AM SNACK				
$\text{P } 300.00 \text{ NET} \times \text{JS TAX} = \text{P } 16,500.00$				
<b>FOOD</b>				
S.C.				
TAX 12%				
TOTAL ▶				
PRINTED NAME		SIGNATURE		
JOSEPHINE SANCHEZ				
ADDRESS		DEPARTMENT OF FOREIGN AFFAIRS		

**8<sup>th</sup> PHILIPPINES-EGYPT JOINT COMMISSION MEETING**  
**11 February 2014, 1000H**  
**DFA, Manila**

**PARTICIPATION LIST**

**PHILIPPINES:**

**Head of Delegation**

1. OUMWA Undersecretary Jesus I. Yabes

**Members**

2. OMEAA Assistant Secretary Petronila P. Garcia
3. ASEAN Affairs Assistant Secretary Teresita Barsana
4. WPSC Assistant Secretary Henry S. Bensurto, Jr.
5. OMEAA Executive Director Nathaniel G. Imperial
6. OMEAA Director Jeffrey P. Salik
7. OCA Executive Director Sulpicio Confiado
8. UNIO Director Val Roque/Assistant Secretary Jesus Domingo
9. OUA Special Assistant Atty. Zoilo Velasco
10. OUMWA Senior Special Assistant Rene Villa
11. DA Division Chief Noel de Luna
12. CAB Mr. Jesus Ibay, Chief of Planning and Research Division (tbc)
13. POEA Deputy Administrator Liberty Casco
14. TESDA Deputy Director General Irene Isaac
15. DOH Director for Bureau of International Health Cooperation Maylene M. Beltran

**EGYPT:**

**Head of Delegation**

1. Assistant Foreign Minister for Asian Affairs Ahmed Ismail Abdel Moeti

**Members**

2. Ambassador Mahmoud Mostafa Ahmed of the Arab Republic of Egypt to the Philippines
3. First Secretary at the Egyptian Embassy Tarek Raslan



**BIDS AND AWARDS COMMITTEE**

**BAC Resolution No. 17-14**

**RESOLUTION RECOMMENDING, BY REFERENDUM, NEGOTIATED PROCUREMENT (SMALL VALUE PROCUREMENT AND LEASE OF VENUE) AS ALTERNATIVE METHOD OF PROCUREMENT FOR THE HOSTING OF LUNCHEON, TRANSPORTATION SERVICES, MEALS, AND OTHER RELATED EXPENSES FOR THE 8<sup>TH</sup> PH-SOUTH AFRICAN BILATERAL CONSULTATIVE FORUM ON 10 FEBRUARY 2014**

**WHEREAS**, in a Memorandum dated 20 January 2013, the Office of Middle East and African Affairs (OMEAA) intends to procure the lease of venue for the hosting of luncheon, transportation services, meals and other related expenses for the 8<sup>th</sup> Philippines-South African Bilateral Consultative Forum on 10 February 2014;

**WHEREAS**, the Project Procurement Management Plan (PPMP) of OMEAA for CY 2014 includes the hosting of the said event; however, the Department's Annual Procurement Plan is yet to be finalized;

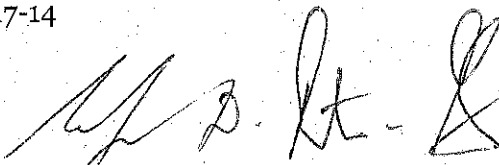
**WHEREAS**, Section 53 of the Revised Implementing Rules and Regulations (RIRR) of R.A. 9184, otherwise known as the Government Procurement Reform Act of 2009, allows an agency to resort to Negotiated Procurement;

**WHEREAS**, further, Section 53.9 of the said RIRR allows an agency to resort to Small Value procurement where the procurement does not fall under Shopping as defined in Section 52 of the said RIRR provided that the amount involved does not exceed the threshold amount of Five Hundred Thousand Pesos (Php 500,000.00). Provided further, that the procuring entity shall draw up a list of at least three suppliers which will be invited to submit proposals and to directly negotiate a contract with a technically, legally and financially capable supplier;

**WHEREAS**, Sec. 53.10 of the Revised Implementing Rules and Regulations of R.A. 9184 allows Negotiated Procurement as mode of procurement for the lease of privately owned real property and venue for official use, subject to GPPB Resolution No. 08-2009 (Revised Implementing Guidelines for Lease of Privately-Owned Real Estate and Venue) issued by the Government Procurement Policy Board (GPPB) dated 03 November 2009;

**NOW THEREFORE**, we, the members of the Bids and Awards Committee of the Department, RESOLVE to RECOMMEND to the Head of Procuring Entity (HOPE) the resort to Negotiated Procurement (Small Value Procurement and Lease of Venue) as an alternative method of procurement for the lease of venue for the luncheon, transportation services, meals and other related expenses for the 8<sup>th</sup> Philippines-South African Consultative Forum (BCF) on 10 February 2014, but not to exceed Php 500,000.00 subject to the above-mentioned requirements and provided that existing auditing rules and regulations shall be strictly observed by the end-user.

**ADOPTED** this 3<sup>rd</sup> day of February 2014, Pasay City.



**EVELYN D. AUSTRIA-GARCIA**  
Alternate BAC Chairperson

**JOSE VICTOR CHAN-GONZAGA**  
BAC Vice-Chairman




**ARVIC V. AREVALO**  
BAC Member



**GERARDO P. ABIOG**  
BAC Member



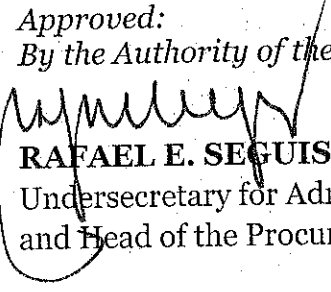
**BERTRAND THEODOR L. SANTOS**  
BAC Member



**PETRONILA P. GARCIA**  
BAC Provisional Member  
Representative of the End-user

*Approved:*

*By the Authority of the Secretary of Foreign Affairs:*



**RAFAEL E. SEGUIS**

Undersecretary for Administration  
and Head of the Procuring Entity

# ILUSTRADO

DINING EXCELLENCE IN THE WALLED CITY

February 10, 2014

CONFORME (OUTSIDE CATERING)-

AM SNACKS

DFA-OFFICE OF THE MIDDLE EAST & AFRICAN AFFAIRS

MONDAY & TUESDAY, FEBRUARY 10 & 11, 2014

MINIMUM OF 30 PAX (MONDAY) 55 PAX (TUESDAY)

DFA ROXAS BOULEVARD- 11<sup>TH</sup> FLOOR

Attention Ms. Iris Caranzo Email: [iriscaranzo@gmail.com](mailto:iriscaranzo@gmail.com)

## I. FOOD-

**Monday, February 10, 2014, 30pax, 9:00am**

**Am Snacks- Php300.00 nett**

Barbecued Chicken and Coleslaw Potato Skin

Fresh Fruit (seasonal)

Coffee or Tea/ 1 Round of Four Seasons

**Tuesday, February 11, 2014, 55pax, 9:00am**

**Am Snacks- Php300.00 nett**

Barbecued Chicken and Coleslaw Potato Skin

Fresh Fruit (seasonal)

Coffee or Tea/ 1 Round of Four Seasons

## II. BEVERAGE ARRANGEMENT-

- Coffee or Tea and 1 round of Four Seasons included on the menu quoted above

## III. SET-UP-Availing of the menu quoted above entitles our client for 4 hours service with banquet set-up and bar waiter service in excess is Php4500.00 per hour.

- Tables and chairs c/o DFA
- Ilustrado will provide table napkins and white table cloth
- Wait staff

## IV. BILLING ARRANGEMENT- for sign and send billing to DFA- Office of the Middle East and African Affairs.

### Computation for your guidance:

Food Bill (February 10, 2014)	:	Php300.00 X 30 pax	=	Php9000.00
Food Bill (February 11, 2014)	:	Php300.00 X 55 pax	=	Php16,500.00



## V. CATERING AGREEMENT

Name of Client/s: **DFA- OFFICE OF THE MIDDLE EAST AND AFRICAN AFFAIRS**  
Address: \_\_\_\_\_  
Authorized Representative of: \_\_\_\_\_  
Address: \_\_\_\_\_

The **ILUSTRADO** and **CLIENT** agree as follows:

### Part I

#### Catering Service Period

1. **ILUSTRADO** and the **CLIENT** agree that this **CATERING AGREEMENT** between the parties is for catering service that shall commence and be effective upon execution of this **CATERING AGREEMENT**.
2. **ILUSTRADO** shall only be liable to perform its catering service hereunder only on **Monday & Tuesday, February 10 & 11, 2014, 9am-1pm** and catering service shall continue until **Monday & Tuesday, February 10 & 11, 2014, 9am-1pm** ("Hereinafter referred to as "Catering Service Period").
3. The Catering Service Period does not include the time for ingress and set-up. The **CLIENT** shall ensure that **ILUSTRADO** has at least four (4) hours for this purpose. In case the third party venue shall require the payment of fees for additional hours for ingress, the **CLIENT** shall be liable therefore.
4. The Catering Service Period may be extended by agreement of all parties.
5. In case of extension of the Catering Service Period, the **CLIENT** shall shoulder all the fees to be paid to any and all third parties by reason of such extension. The **CLIENT** shall be required to pay to **ILUSTRADO** an Extension Fee in the amount of **Four Thousand Five Hundred Pesos (Php4500.00)** for each hour of extension, subject to Section 4, Part 1.
6. In no case shall **ILUSTRADO** be compelled to extend the Catering Service Period and accept the Extension Fee.
7. The **ILUSTRADO** has a right to discontinue its catering service upon the expiration of the Catering Service Period in case there is no agreement for its extension. Upon discontinuance of the catering service, **ILUSTRADO** shall not be liable to the **CLIENT** for non-performance of its obligations hereunder and for damages.
8. **ILUSTRADO** shall not be liable for its failure to commence its catering service hereunder at the time indicated in the Catering Service Period if the cause is attributable to force majeure, any third party or the **CLIENT**, its representatives, relatives, guests and agents.
9. In case the **CLIENT**, its representatives, relatives, guests and agents or other third parties, prevent or in any manner cause **ILUSTRADO** to be delayed in delivering its catering service hereunder at the time indicated in the Catering Service Period, **ILUSTRADO** shall not be liable for any damages.
10. In case **ILUSTRADO** fails to commence its catering service hereunder at the time indicated in the Catering Service Period due to causes attributable to the **CLIENT**, its representatives, relatives, guests and agents or any third party, **ILUSTRADO** is not required to extend the Catering Service Period. In this case, the Catering Service Period may only be extended pursuant to Section 4 and 5 of Part I.

### Part II

#### Event Details

1. The details of the event are as follows:
  - a. Date of Event: **Monday & Tuesday, February 10 & 11, 2014, 9am- 1pm**
  - b. Location: **11<sup>th</sup> Floor, DFA Roxas Boulevard**
  - c. Minimum Guaranteed Covers: **30 pax (Monday), 55 pax (Tuesday)**

2. The **CLIENT** must notify **ILUSTRADO** in writing at least seventy-two (72) hours before the scheduled date and time of the function of any change in the minimum guaranteed covers. **ILUSTRADO** shall not in anyway be held liable for the insufficiency of the food prepared in the event that the actual number of guests exceeds the minimum guaranteed covers. If the notice is sent through electronic means, it shall be valid only after an acknowledgment message is sent by the **ILUSTRADO**. The notice shall form part of this CATERING AGREEMENT and shall be an integral part hereof.
3. In case the **CLIENT** fails to provide a valid notice as to the final number of guests, **ILUSTRADO** shall not be compelled to accept additional guests. In this case, **ILUSTRADO** shall not be liable in any manner for its refusal to accept additional guests.
4. **ILUSTRADO** and **CLIENT** may agree on additional guests subject to the payment of fees at a rate agreed upon by the parties.
5. The **CLIENT** shall pay the minimum number of guests or the actual number of guests whichever is higher. The **CLIENT** agrees that the number of guests shall be determined exclusively by the representatives of **ILUSTRADO**. In case there is no written agreement pursuant to Section 4, Part II, the **CLIENT** likewise agrees that the number of guests shall be determined exclusively by the representatives of **ILUSTRADO**.

**Part III**  
**Food and Beverage**

1. For in-house events, all food and beverage items shall be purchased exclusively from or supplied by **ILUSTRADO**. The **CLIENT** or any of its representatives, relatives, guests or agents cannot bring into the designated place of function his or her own food and beverage items, unless **ILUSTRADO'S** written consent thereto is obtained at least ten (10) days before the scheduled date of the function. **ILUSTRADO** reserves the right to refuse to serve at the function food and beverage items belonging to the **CLIENT** which were brought without **ILUSTRADO'S** consent. In case the **CLIENT**, its representatives, relatives, guests and agents or other third parties, bring in food which is not supplied by the **ILUSTRADO** and without the written consent of the **ILUSTRADO**, **ILUSTRADO** shall not be liable for any and all damages in connection with all the food and beverage.
2. In the event that **ILUSTRADO** allows the **CLIENT** to bring in his or her own food and beverage items, the **CLIENT** shall be solely liable for the said items' good condition, quality and sufficiency. Likewise, the **CLIENT** shall be solely liable for any personal damages or injuries, including death, that may be suffered by the **CLIENT's** guests and other persons attending the function on account of or by reason of the poor quality or condition of the **CLIENT's** food and beverage. If it is impossible to determine which food caused the food poisoning or other similar injuries, the **CLIENT** agrees to assume full responsibility on the damages and injuries suffered by his or her guests.
3. The **CLIENT** agrees to hold **ILUSTRADO** free and harmless for delays in serving the food due to the acts and instructions of the **CLIENT**, its representatives, relatives, guests and agents or other third parties.
4. **ILUSTRADO** reserves the right to change the menu as indicated in the case of no availability of raw materials or other justified reasons, without prior notice.
5. Any addition or modification to this Catering Agreement by the **CLIENT** on the day of the event will be included on the settlement bill after the event or function.
6. The **CLIENT** shall choose the food and beverage packages/menu in accordance with the options contained in the Menu Proposal/Catering Package. The **CLIENT** shall notify **ILUSTRADO** in writing regarding the chosen food and beverage packages/menu within (3) three months before the date of the event or function. The notice shall form an integral part hereof.

**PART IV**  
**Booking Deposit, Billing and Payment**

1. **ILUSTRADO** shall only accept payment in cash or company cheque. Cheque payments must be addressed to **Ilustrado**. Cheque payments must be given at least five (5) working days prior to payment deadlines for clearing. If the **CLIENT** fails to provide the cheque within five (5) working days prior to payment deadlines, **ILUSTRADO** shall

have the right to discontinue its catering service hereunder and **ILUSTRADO** shall not be liable for any damage arising thereto.

2. A Php 10,000 reservation fee ("Deposit") is required to confirm the **CLIENT's** booking. A (60%) sixty percent deposit ("Partial Payment") is required three months before the function date. At least fourteen (14) days before the scheduled function date, the **CLIENT** agrees to pay in full the maximum guaranteed covers ("Full Payment"). All payments shall be due without a need for a demand from **ILUSTRADO**. If the **CLIENT** fails to provide payments either for the Deposit, the Partial Payment or the Full Payment on the date it is due, **ILUSTRADO** shall have the right to discontinue its catering service hereunder and **ILUSTRADO** shall not be liable for any damage arising thereto. **ILUSTRADO** reserves the right to cancel without notice to the **CLIENT** the reservations with unpaid balance at the time of the scheduled function date.
3. All other amount arising due to the increase in the number of guests shall be paid by the **CLIENT**, upon presentation of the bill before the end or close of the function. In such event, the **CLIENT** is duly informed that **ILUSTRADO** will only accept payment in cash.
4. The original Expanded Withholding Tax (EWT) Certificate shall be required from companies that are extended special tax exemptions. Failure to supply the said document prior to the date of the function shall nullify this privilege thus client must pay full amount required.

#### **Part V**

##### **Postponement and Cancellation**

1. In the event that the **CLIENT** decides to cancel the functions for whatever reason, whatever deposit or payment made shall be forfeited in favor of **ILUSTRADO**. Notice of cancellation shall be in writing.
2. If the **CLIENT** opts to postpone the function to a later date, the **CLIENT** shall be only credited with an amount equivalent to eighty (80%) percent of the payment made for the original date provided that the new date of the function shall be within one hundred eighty (180) days from original date agreed upon. The remaining twenty (20%) percent shall be paid on \_\_\_\_\_. Notice of postponement shall be in writing.
3. If the **CLIENT** opts to postpone the function to a date beyond one hundred eighty (180) days from the original date, only 50% of the payment made for the original date will be credited. The remaining fifty (50%) percent shall be paid on \_\_\_\_\_. Notice of postponement shall be in writing.
4. Any change in the function date shall be communicated in writing by the **CLIENT** and must be received by the **ILUSTRADO** at least two (2) months prior to the scheduled date of function.
5. If the notice of cancellation is made after the confirmation of the booking and within the six (6) month period before the date of the event, a cancellation fee in the amounting to fifty percent (50%) of the total contract price shall apply for events scheduled for the month of December.
6. The **ILUSTRADO** and its representatives accept no responsibility whatsoever for any cancellation, or change to the terms of the booking becomes necessary due to war or threat of war, riots, civil commotion, terrorist activities, industrial disputes, natural and nuclear disasters, fire, flood, adverse weather conditions, technical problems with transportation, closure or congestion of airports, alterations or cancellation of schedules by carriers, or any other events beyond their control. The **CLIENT** shall not be entitled to a refund and in no case shall the **CLIENT** be compensated thereof. Further, no amount of the deposit or payment made by the **CLIENT** will be credited in case the **CLIENT** decides to postpone or rebook to a new date.
7. In no case shall the **ILUSTRADO** provide a refund.

#### **PART VI**

##### **Miscellaneous**

1. The **CLIENT** shall indemnify **ILUSTRADO** for damages to its equipment caused by the **CLIENT's** agents, representatives, relatives, guests and other third parties whom the Client contracted for this event.

2. **ILUSTRADO** does not insure the success of the event or function.
3. **ILUSTRADO** shall not be liable for damages arising out of or by reason of the changes made by the **CLIENT** or any of its representatives, relatives, agents or any third party contracted by the **CLIENT**.
4. The **CLIENT** holds the **ILUSTRADO** free harmless from complaints by its guests, representatives, relatives and agents.
5. The **CLIENT** gives **ILUSTRADO** absolute discretion to determine the sufficiency of the amount of food and beverages based on industry standards. The **CLIENT** acknowledges that the amount of food to be prepared by **ILUSTRADO** is based on the ordinary and customary standards of its trade. **ILUSTRADO** shall not in anyway be held liable for the insufficiency of the food and beverages prepared in the event of extraordinary consumption by the guests.
6. **ILUSTRADO** shall not be liable if the food and beverage is not in accordance with the preference of the **CLIENT's** guests, representatives, relatives and agents. The **CLIENT's** opinion on the quality and quantity of the food and beverage shall not render **ILUSTRADO** liable for any compensation, damage or refund whatsoever. In no case shall **ILUSTRADO** provide a refund.
7. In the event of suit against the **CLIENT** to enforce collection of unpaid bills, in addition to its money claim, **ILUSTRADO** is entitled to recover an additional twenty five (25%) percent of the money claim with twelve (12%) percent interest per annum. In no case shall the amount be less than P20, 000.00, excluding interests. The **CLIENT** shall also be liable for attorney's fees, costs of suit and other allied fees.
8. **ILUSTRADO** and **CLIENT** agree that the Venue of any and all suits between **ILUSTRADO** and **CLIENT** or any of its representatives, relatives and agents shall be filed in the proper courts of Manila, Metro Manila.
9. In case there is any kind of dispute, arising out of or by reason of this Catering Agreement, all suits to be filed by the **CLIENT**, or any of its representatives, relatives and agents, against **ILUSTRADO**, must be referred to arbitration or mediation prior to the institution of a suit.
10. If the **CLIENT** is a corporation, the **CLIENT** and its signatory warrant that at the time of execution of this contract, the performance and observance of the terms and conditions of this contract has been authorized by its Board of Directors and the signatory to this contract is authorized as such.
11. Rates are subject to VAT and 10% service charge. Rates may change without prior notice.
12. **ILUSTRADO** and the **CLIENT** attest that they have entered into this CATERING AGREEMENT freely and voluntarily and that they fully understand the terms and conditions thereof.

**COSMOPOLITAN CUISINE AND CATERERS, INC.**  
*Ilustrado*

**DFA- OFFICE OF THE MIDDLE EAST &  
AFRICAN AFFAIRS**  
*Client*

**By:**

(signed)  
ONA CASIL  
Reservation Officer  
Ilustrado

**By:**

\_\_\_\_\_  
*Authorized Representative*  
DFA- Office of the Middle East & African Affairs

CHEF  
*Jessie*

ROCKWELL CLUB

## **DFA**

**c/o MS. JEN TORRES**

February 11 or 12, 2014, 8:00 AM to 4:00 PM

20 pax

Tel. No. 834 3936 \* Fax No. 551-6879 \* E-mail: [omeaa.africa@gmail.com](mailto:omeaa.africa@gmail.com)

14<sup>th</sup> Floor, Main Office, DFA

## **MENU**

### **AM SNACK:**

*Assorted Danish Pastries*

*With one round of Coffee or Tea*

### **LUNCH:**

***Baked Mushroom in Filo Pastry***

*In tamarind vinaigrette dressing*

\*\*\*\*\*

***Poached Salmon Fillet***

*In pommery mustard sauce*

*Served with wild rice vegetable risotto*

*Steamed asparagus spears*

\*\*\*\*\*

***Flambéed Mango***

*A la mode*

\*\*\*\*\*

*Coffee or Tea*

### **PM SNACK:**

*Mini Croissant Sandwich:*

- Cheese
- Tuna

*With one round of Coffee or Tea*

**P 1,500.00 NET per person**  
**Inclusive of Catering Fee**

***Chef Jessie to provide:***

- Full bar service including Ice
- Complete set of China, Glasses & Cutleries
- White Table cloths
- White Napkins
- Flower Centerpieces to be returned
- Waiters, Bartender & Cook
- Menu Cards

***Host to provide:***

- Tables and Chairs

**NOTE:**

- ☐ If everything is amenable to you, please sign the conforme and fax back to us soonest.
- ☐ Please make check payable to *The Manna Cuisine Corporation*.

**Approved by:**

**Conforme:**

---

**Ms. Jessie Sincioco**

---

**Ms. Jen Torres**

VIA MAKE

PLATED AM & PM SNACK:

A. MINI SANDWICHES ( 3 KINDS )

- chicken - orange cubes
- tuna rounds
- cheese pimiento triangles

CINNAMON ROLLS

COFFEE OR TEA

\*\*\*

PhP 400.00 per person

Plus: 12% R-VAT & 15% Service Charge

B. ROAST CORNED BEEF SANDWICH IN RYE BREAD

- creamy horseradish

ENSAYMADITAS WITH QUESO DE BOLA

COFFEE OR TEA

\*\*\*

PhP 450.00 per person

Plus: 12% R-VAT & 15% Service Charge

C. CHEESE ROLLS

BANANA MUFFINS

COFFEE OR TEA

\*\*\*

PhP 400.00 per persons

Plus: 12% R-VAT & 15% Service Charge

D. SHRIMP & CELERY IN PITA TRIANGLE WITH ALFALFA  
BLUEBERRY MUFFIN  
COFFEE OR TEA

\*\*\*

PhP 400.00 per person

Plus: 12% R-VAT & 15% Service Charge

E. CHICKEN & MUSHROOMS TURNOVER  
HONEY GLAZED DOUGHNUTS  
COFFEE OR TEA

\*\*\*

PhP 400.00 per person

Plus: 12% R-VAT & 15% Service Charge

F. HAM ON PANCAKES  
STEWED APPLES  
COFFEE OR TEA

\*\*\*

PhP 400.00 per person

Plus: 12% R-VAT & 15% Service Charge

J. CHICKEN ADOBO & KESONG PUTI ROLL  
MINI CHICKEN EMPANADITAS  
COFFEE OR TEA

\*\*\*

PhP 400.00 per person

Plus: 12% R-VAT & 15% Service Charge





## Halal Snack Menu

Price per head: 450.00

### SET I

Pasta Arrabiatta  
Spinach Quiche  
Queso De Bola Roll  
Nachos with Salsa Dip  
Maple Pecan Danish Pastry  
Fruit Tart  
Fruit Juice or Iced Tea  
Coffee/Tea

### SET II

Pansit Salu-Salo  
Shrimp Siomai  
Mini Chicken Pao  
Vegetable Samosa  
Nachos with Salsa Dip  
Carrot Cake Bars  
Fruit Juice or Iced Tea  
Coffee/Tea

### Package Inclusion:

- Buffet service for the menu of choice
- Tables with floor length cover
- Mono bloc chairs with seat cover (and seat wraps)
- Simple centerpiece for the guests tables
- Assistant of Catering personnel during the event
  - Package is VAT exclusive



**Kagawaran ng Agnayang Panlabas**

**BIDS AND AWARDS COMMITTEE**

**Department of Foreign Affairs**

**BAC Resolution No. 21 -14**

**RESOLUTION RECOMMENDING, BY REFERENDUM, NEGOTIATED PROCUREMENT (SMALL VALUE PROCUREMENT AND LEASE OF VENUE) AS ALTERNATIVE METHOD OF PROCUREMENT FOR THE LEASE OF SPACE FOR HOTEL ACCOMMODATION, HOSTING OF LUNCHEON AND TRANSPORTATION SERVICES AND OTHER RELATED EXPENSES DURING THE 8<sup>TH</sup> PH-EGYPT JOINT COMMISSION MEETING ON 10-12 FEBRUARY 2014**

**WHEREAS**, in a Memorandum dated 20 January 2014, the Office of Middle East and African Affairs (OMEAA) intends to procure the lease of space for the hotel accommodation, hosting of luncheon and transportation services during the 8<sup>th</sup> PH-Egypt Joint Commission Meeting on 10-12 February 2014;

**WHEREAS**, the Undersecretary for Administration approved the proposed budget for the said event, based on the attached memorandum dated 20 January 2013;

**WHEREAS**, the Project Procurement Management Plan of OMEAA for CY 2014 includes the hosting of said visit; however, the Department's Final Annual Procurement Plan (APP) is yet to be finalized;

**WHEREAS**, Section 53 of the Revised Implementing Rules and Regulations (RIRR) of R.A. 9184, otherwise known as the Government Procurement Reform Act of 2009, allows an agency to resort to Negotiated Procurement;

**WHEREAS**, further, Section 53.9 of the said RIRR allows an agency to resort to Small Value procurement where the procurement does not fall under Shopping as defined in Section 52 of the said RIRR provided that the amount involved does not exceed the threshold amount of Five Hundred Thousand Pesos (Php 500,000.00). Provided further, that the procuring entity shall draw up a list of at least three suppliers which will be invited to submit proposals and to directly negotiate a contract with a technically, legally and financially capable supplier;

**WHEREAS**, Sec. 53.10 of the Revised Implementing Rules and Regulations of R.A. 9184 allows Negotiated Procurement as mode of procurement for the lease of privately owned real property and venue for official use, subject to GPPB Resolution No. 08-2009 (Revised Implementing Guidelines for Lease of Privately-Owned Real Estate and Venue) issued by the Government Procurement Policy Board (GPPB) dated 03 November 2009;

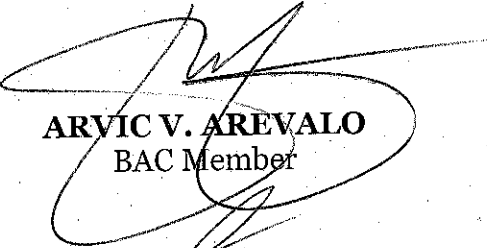
**NOW THEREFORE**, we, the members of the Bids and Awards Committee of the Department, **RESOLVE** to **RECOMMEND** to the Head of Procuring Entity (HOPE) the resort to Negotiated Procurement (Small Value Procurement and Lease of Venue) as an alternative method of procurement for the lease of space for the hotel accommodation, hosting of luncheon and transportation services during the 8<sup>th</sup> PH-Egypt Joint Commission Meeting on 10-12 February 2014, but not to exceed PhP 500,000.00 subject to the above-mentioned requirements and provided that existing auditing rules and regulations shall be strictly observed by the end-user.

**ADOPTED** this 21<sup>st</sup> day of January 2014, Pasay City.

**EVELYN D. AUSTRIA-GARCIA**  
Alternate BAC Chairperson


  
**JOSE VICTOR CHAN-GONZAGA**  
BAC Vice-Chairman

**SHIRLEY E. BANQUICIO**  
BAC Member

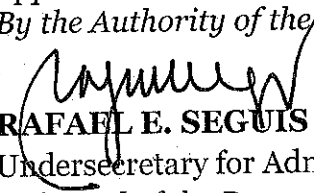
  
**ARVIC V. AREVALO**  
BAC Member

  
**GERARDO P. ABIOG**  
BAC Member

  
**BERTRAND THEODOR L. SANTOS**  
BAC Member

  
**PETRONILA P. GARCIA**  
BAC Provisional Member  
Representative of the End-user

Approved:  
By the Authority of the Secretary of Foreign Affairs:

  
**RAFAEL E. SEGUIS**  
Undersecretary for Administration  
and Head of the Procuring Entity



BAC-NOA-65-014-2014

**NOTICE OF AWARD**

21 January 2014

Sir/Madam:

Please be informed that, upon the recommendation of the Bids and Awards Committee (BAC) of the Department as contained in its Resolution 21-14, the Department of Foreign Affairs is awarding the procurement for lease of space as accommodation of the delegates during the 8<sup>th</sup> PH-Egypt Joint Commission Meeting on 10-12 February 2014 to your firm, **NEW WORLD MAKATI HOTEL**, in the amount of One Hundred Two Thousand Four Hundred Thirty-Two Pesos and Thirty Centavos (Php 102,432.30) only, including taxes and other lawful charges, subject to the signing of the Contract.

Very truly yours,



**RAFAEL E. SEGUIS**

Undersecretary for Administration  
and Head of the Procuring Entity

**NEW WORLD MAKATI HOTEL**

Esperanza St. corner Makati Ave.

Ayala Center, Makati City

revd.  
Jen Torres  
11 Mar 2014



BAC-NOA-GC-015-2014

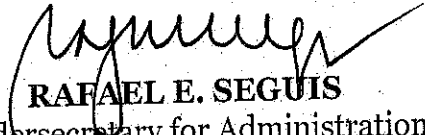
**NOTICE OF AWARD**

21 January 2014

Sir:

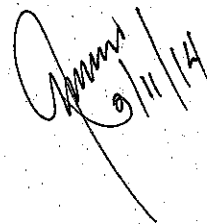
Please be informed that, upon the recommendation of the Bids and Awards Committee (BAC) of the Department as contained in its Resolution 21-14, the Department of Foreign Affairs is awarding the procurement for transportation services during the 8<sup>th</sup> PH-Egypt Joint Commission Meeting on 10-12 February 2014 to your firm, **SIXT RENT A CAR**, in the amount of Ninety-Nine Thousand Eight Hundred Thirty-Seven Pesos (Php 99,837.00) only, including taxes and other lawful charges, subject to the signing of the Contract.

Very truly yours,

  
**RAFAEL E. SEGUIS**

Undersecretary for Administration  
and Head of the Procuring Entity

**SIXT RENT A CAR**  
**MOBILITY SERVICES PHILS. INC.**  
1008 EDSA Greenhills,  
San Juan 1502





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**NEW WORLD MAKATI HOTEL**

Esperanza St. corner Makati Ave.  
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## NOTICE OF AWARD

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and Head of the Procuring Entity

**NEW WORLD MAKATI HOTEL**  
Esperanza St. corner Makati Ave.  
Ayala Center, Makati City

Sr. Sp. Asst. N. Servigon	_____
BAC Alt. Chairman E.D. Austria-Garcia	_____
BAC Vice-Chairman J.V.Chan-Gonzaga	_____
BAC Members: A.V. Arevalo	_____
G.P. Abiog	_____
B.T.L. Santos	_____
End-user Representative:	_____
Asst. Sec: P. p. Garcia	_____
BAC Secretariat:	_____
Head - A.O. Vallespin	_____
A. De Asis-Del Mundo	_____
S.P. Toledo	_____
G.C. Fernandez	_____

## NOTICE OF AWARD

21 January 2014

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

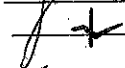


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BAC Alt. Chairman E.D. Austria-Garcia	_____
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B.T.L. Santos	
End-user Representative:	
Asst. Sec. P.P. Garcia	_____
BAC Secretariat:	
Head - A.O. Vallespin	_____
A. De Asis-Del Mundo	_____
S.P. Toledo	
G.C. Fernandez	_____



## **BIDS AND AWARDS COMMITTEE**

### **BAC Resolution No. 21 -14**

#### **RESOLUTION RECOMMENDING, BY REFERENDUM, NEGOTIATED PROCUREMENT (SMALL VALUE PROCUREMENT AND LEASE OF VENUE) AS ALTERNATIVE METHOD OF PROCUREMENT FOR THE LEASE OF SPACE FOR HOTEL ACCOMMODATION, HOSTING OF LUNCHEON AND TRANSPORTATION SERVICES AND OTHER RELATED EXPENSES DURING THE 8<sup>TH</sup> PH-EGYPT JOINT COMMISSION MEETING ON 10-12 FEBRUARY 2014**

**WHEREAS**, in a Memorandum dated 20 January 2014, the Office of Middle East and African Affairs (OMEAA) intends to procure the lease of space for the hotel accommodation, hosting of luncheon and transportation services during the 8<sup>th</sup> PH-Egypt Joint Commission Meeting on 10-12 February 2014;

**WHEREAS**, the Undersecretary for Administration approved the proposed budget for the said event, based on the attached memorandum dated 20 January 2013;

**WHEREAS**, the Project Procurement Management Plan of OMEAA for CY 2014 includes the hosting of said visit; however, the Department's Final Annual Procurement Plan (APP) is yet to be finalized;



**WHEREAS**, Section 53 of the Revised Implementing Rules and Regulations (RIRR) of R.A. 9184, otherwise known as the Government Procurement Reform Act of 2009, allows an agency to resort to Negotiated Procurement;

**WHEREAS**, further, Section 53.9 of the said RIRR allows an agency to resort to Small Value procurement where the procurement does not fall under Shopping as defined in Section 52 of the said RIRR provided that the amount involved does not exceed the threshold amount of Five Hundred Thousand Pesos (Php 500,000.00). Provided further, that the procuring entity shall draw up a list of at least three suppliers which will be invited to submit proposals and to directly negotiate a contract with a technically, legally and financially capable supplier;

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**ADOPTED** this 21<sup>st</sup> day of January 2014, Pasay City.



**EVELYN D. AUSTRIA-GARCIA**  
Alternate BAC Chairperson

**JOSE VICTOR CHAN-GONZAGA**  
BAC Vice-Chairman

**SHIRLEY E. BANQUICIO**  
BAC Member

**ARVIC V. AREVALO**  
BAC Member

**GERARDO P. ABIOG**  
BAC Member

**BERTRAND THEODOR L. SANTOS**  
BAC Member

**PETRONILA P. GARCIA**  
BAC Provisional Member  
Representative of the End-user

*Approved:*  
*By the Authority of the Secretary of Foreign Affairs:*

**RAFAEL E. SEGUIS**  
Undersecretary for Administration  
and Head of the Procuring Entity



**NOTICE OF AWARD**

07 February 2014

Sir:

Please be informed that, upon the recommendation of the Bids and Awards Committee (BAC) of the Department as contained in its Resolution 20-14, the Department of Foreign Affairs is awarding the procurement for the lease of venue for the luncheon for the 8<sup>th</sup> PH-Egypt Joint Commission Meeting to your firm, **DIAMOND HOTEL**, in the amount of Forty-Five Thousand Five Hundred Pesos (Php 45,500.00) only, including taxes and other lawful charges, subject to the signing of the Contract.

Very truly yours,



**RAFAEL E. SEGUIS**

Undersecretary for Administration  
and Head of the Procuring Entity

**DIAMOND HOTEL**

Roxas Boulevard, corner Dr. J. Quintos St.,  
Manila

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Undersecretary for Administration  
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**DIAMOND HOTEL**

Roxas Boulevard, corner Dr. J. Quintos St.,  
Manila

Sr. Sp. Asst. N. Servigon	_____
BAC Alt. Chairman E.D. Austria-Garcia	_____
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BAC Members: A.V. Arevalo	_____
G.P. Abiog	_____
B.T.L. Santos	_____
End-user Representative:	_____
Asst. Sec. P.P. Garcia	_____
BAC Secretariat:	
Head - A.O. Vallespin	_____
A. De Asis-Dei Mundo	_____
S.P. Toledo	_____
G.C. Fernandez	_____



BAC-NOA-GS-025-2014-OME001

**NOTICE OF AWARD**

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Undersecretary for Administration  
and Head of the Procuring Entity

**DIAMOND HOTEL**

Roxas Boulevard, corner Dr. J. Quintos St.,  
Manila

## Appendix C

### TABLE OF RATING FACTORS FOR LEASE OF VENUE

	RATING FACTORS	WEIGHT (%)	RATING
<b>I.</b>	<b>Availability</b>	<b>100</b>	<b>99</b>
<b>II</b>	<b>Location and Site Condition</b>		
	1. Accessibility	(50)	50
	2. Parking space	(50)	49
		<b>100</b>	<b>99</b>
<b>III.</b>	<b>Neighborhood Data</b>		
	1. Sanitation and health condition	(25)	25
	2. Police and fire station	(25)	25
	3. Restaurant	(25)	25
	4. Banking and Postal	(25)	25
		<b>100</b>	<b>100</b>
<b>IV.</b>	<b>Venue</b>		
	a. Structural condition	(20)	20
	b. Functionality		
	a. Conference Rooms	(10)	9
	b. Room arrangement (e.g., single, double, etc.)	(5)	5
	c. Light, ventilation, and air conditioning	(5)	5
	d. Space requirements	(5)	5
	c. Facilities		
	a. Water supply and toilet	(4)	4
	b. Lighting system	(5)	4
	c. Elevators	(4)	4
	d. Fire escapes	(4)	4
	e. Fire fighting equipment	(4)	4
	f. Internet and Telecommunications	(4)	4
	g. Audio visual equipment	(5)	5
	d. Other requirements		
	a. Maintenance	(5)	5
	b. Attractiveness	(5)	5
	c. Security	(5)	5
	e. Catering Services	(5)	5
	f. Client's satisfactory rating	(5)	5
		<b>100</b>	<b>99</b>

	RATING FACTORS	WEIGHT (%)	RATING
I.	Availability	X (.5) =	49.5
II.	Location and Site Condition	X (.1) =	9.7
III.	Neighborhood Data	X (.05) =	5
IV.	Venue	X (.35) =	34.65
FACTOR VALUE			98.85

**Note:** Weight of each rating factor may be changed as long as total weight per classification is equivalent to 100. Figures in parenthesis are samples. Procuring entity must determine passing rate before inviting bids from Lessors. A bid is determined to be responsive if it is equal to or higher than the passing rate.



OFFICE OF MIDDLE EAST AND AFRICAN AFFAIRS

**EXTREMELY URGENT**

**MEMORANDUM FOR THE UNDERSECRETARY, OUA**

Through : THE ASSISTANT SECRETARY, OFM *dm*  
THE CHAIR, BIDS AND AWARDS COMMITTEE (BAC)

From : *Petronila P. Garcia*  
**PETRONILA P. GARCIA**  
Assistant Secretary

Subject : **Request for Issuance of DFA Bids and Awards Committee (BAC) resolution on the hotel accomodation, lunch, transportation and other related expenses for the Philippine Hosting of the 8<sup>th</sup> PH-Egypt Joint Commission Meeting (JCM) on 10-12 February 2014**

Date : 20 January 2014

---

OMEAA would like to request the DFA Bids and Awards Committee (BAC) for the issuance of a resolution on the hotel accomodation of the members of the Egyptian delegation, lunch to be hosted by the Secretary, transportation and other related expenses for the Philippine Hosting of the 8<sup>th</sup> PH-Egypt Joint Commission Meeting (JCM) on 10-12 February 2013.

**Budget Estimates**

The total cost for the hosting of the JCM is **THREE HUNDRED ONE THOUSAND EIGHT HUNDRED SIXTY ONE & 23/100 (Php 301,861.23).**

Please see the enclosed breakdown of the budget.



*pe*  
*u*

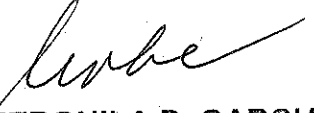



**OFFICE OF MIDDLE EAST AND AFRICAN AFFAIRS**

**EXTREMELY URGENT**

**MEMORANDUM FOR THE UNDERSECRETARY, OUA**

Through : THE ASSISTANT SECRETARY, OFM   
THE CHAIR, BIDS AND AWARDS COMMITTEE (BAC) 

From :   
PETRONILA P. GARCIA  
Assistant Secretary 

Subject : Request for Issuance of DFA Bids and Awards Committee (BAC)  
resolution on the hotel accomodation, lunch, transportation and  
other related expenses for the Philippine Hosting of the 8<sup>th</sup> PH-  
Egypt Joint Commission Meeting (JCM) on 10-12 February 2014

Date : 20 January 2014

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OMEAA would like to request the DFA Bids and Awards Committee (BAC) for the issuance of a resolution on the hotel accomodation of the members of the Egyptian delegation, lunch to be hosted by the Secretary, transportation and other related expenses for the Philippine Hosting of the 8<sup>th</sup> PH-Egypt Joint Commission Meeting (JCM) on 10-12 February 2013.

**Budget Estimates**

The total cost for the hosting of the JCM is **THREE HUNDRED ONE THOUSAND EIGHT HUNDRED SIXTY ONE & 23/100 (Php 301,861.23).**

Please see the enclosed breakdown of the budget.

## Methods of Procurement

### a. Hotel Accomodation

A. ACCOMMODATION	Unit Cost (in Php)	Days	No. of rooms	Amount	Subtotal
*One Bedroom Suite for the Assistant Foreign Minister	16,162.77	3	1	48,488.30	
*Deluxe Room for one (1) member of the Egyptian delegation	9,154.13	3	1	27,462.40	
* Deluxe Room for one (1) protocol officer and one (1) close-in security (double occupancy)	8,827.20	3	1	26,481.60	
					<b>102,432.30</b>

The Department shall pay for the room and breakfast of the members of the Egyptian delegation, are the following:

1. One (1) Egyptian Assistant Foreign Minister;  
(One Bedroom Suite)
2. One (1) member of the Egyptian delegation  
(Deluxe Room – single occupancy); and
3. One (1) protocol officer and one (1) close-in security  
(Deluxe Room – double occupancy)

Enclosed are the quotations from Shangrila Hotel, Sofitel Hotel, and New World Makati Hotel.

### b. Snacks

SNACKS	Cost/pax	No. of pax	
AM Snacks	300.00	30	9,000.00
PM Snacks	200.00	30	6,000.00
			<b>15,000.00</b>

**c. Lunch**

LUNCH	Cost/pax	No. of pax	
VIP	1,950.00	20	39,000.00
Staff Meal	650.00	10	6,500.00
			<b>45,500.00</b>

Snacks for the meeting will be held at the 11<sup>th</sup> Floor Carlos P. Garcia Conference Hall, DFA, Manila.

The Lunch will be held at the Diamond Hotel.

Enclosed are the quotations from Shangri-la Hotel, Sofitel Hotel and Diamond Hotel.

**d. Transportation**

TRANSPORTATION	Unit Cost (in Php)	Days	Unit		
Mercedes Benz E Class Assistant Foreign Minister (10 hrs/day)	19,421.00	3	1	58,263.00	
Toyota Innova for one (1) member of the Egyptian delegation, (1) one protocol officer and one (1) close-in security (10 hrs/day)	4,470.00	3	1	13,410.00	
(10-hr. use/day. Cost includes chauffer service, fuel cost, insurance and sales tax)					
					<b>71,673.00</b>

ACTUAL OVERTIME CHARGES (Car Rental)	Overtime Cost (in Php)	No. of Hours	No. of Unit	No. of Days	Total Charge
Mercedes Benz E Class Assistant Foreign Minister	1,900.00	4	1	3	22,800.00
Toyota Innova for advanced one (1) member of the Egyptian delegation, (1) one protocol officer and one (1) close-in security	447.00	4	1	3	5,364.00
					<b>28,164.00</b>

OMEAA solicited quotations from three (3) suppliers, KRSC Tour Hub and Transport Services, Enterprise Leasing Corporation and Sixt Rent A Car (copy enclosed).

**e. Miscellaneous Expenses**

Meal allowance for security contingent	Unit Cost (in Php)	No. of Days	No. of Pax		
Meal for one (1) protocol	300.00	3	1	900.00	
Meal for one (1) close-in security for head of delegation	250.00	3	1	750.00	
					1,650.00
Usec's gift for Head of delegation	10,000.00			10,000.00	10,000.00
<b>SUB-TOTALS =</b>					274,419.30
Plus: Reserve Margin for Unforeseen Expenses (10%)					27,441.93
				<b>GRAND TOTAL =</b>	301,861.23

The miscellaneous expenses to be incurred include meal allowances for the protocol officers, and close-in security for the head of delegation.

Enclosed is the breakdown of the proposed budget, for the Undersecretary's consideration and approval.

  
**RAFAEL E. SEGUS**  
 Undersecretary

Encls: As stated

Cost-comparison for the Services of Companies:

**Philippine Hosting of the 8<sup>th</sup> PH-Egypt Joint Commission Meeting (JCM)  
on 10-12 February 2014**

REQUIREMENTS	HIGHEST QUOTE	MEDIUM QUOTE	LOWEST QUOTE
I. Accomodation	Edsa Shangri-La Hotel	Sofitel Hotel	New World Makati Hotel
1. Room for the Assistant Foreign Minister (HOD)	<p><u>Php 16,703.53/night/room (Tower Wing Executive)</u></p> <p>Php 16,703.53 x 3 nights x 1 room = Php 50,110.59</p> <p><b>= <u>Php 50,110.59</u></b></p>	<p><u>Php 10,850/night/room (Luxury Club Room)</u></p> <p>Php 10,850 x 3 nights x 1 room = Php 32,550.00 + Php 10,850 (for 2 days 50% charge for early check-in or late check out) + Php 3,906.00 (12% VAT) + Php 268.54 (0.825% city tax) + Php 3,255.00 (10% Service Charge)</p> <p><b>= <u>Php 50,829.54</u></b></p>	<p><u>Php 13,853.80/night/room (One Bedroom Suite)</u></p> <p>Php 13,853.80 x 3 nights x 1 room = Php 41,561.40 + Php 6,926.90 (additional half-day net charge for early check-in or late check out)</p> <p><b>= <u>Php 48,488.30</u></b></p>
2. Room for one (1) member of the Egyptian delegation	<p><u>Php 14,492.77/night/room (Tower Wing Premier)</u></p> <p>Php 14,492.77 x 3 nights x 1 room = Php 43,478.31</p> <p><b>= <u>Php 43,478.31</u></b></p>	<p><u>Php 7,870/night/room (Luxury Club Room)</u></p> <p>Php 7,870 x 3 nights x 1 room = Php 23,610.00 + Php 7,870 (for 2 days 50% charge for early check-in or late check out) + Php 2,833.20 (12% VAT) + Php 194.78 (0.825% city tax) + Php 2361.00 (10% Service Charge)</p> <p><b>= <u>Php 36,868.98</u></b></p>	<p><u>Php 7,846.40/night/room (Deluxe Room)</u></p> <p>Php 7,846.40 x 3 nights x 1 room = Php 23,539.20 + Php 3,923.20 (additional half-day net charge for early check-in or late check out)</p> <p><b>= <u>Php 27,462.40</u></b></p>
3. Room for the one (1) close-in security and (1) protocol officer (double occupancy)	<p><u>Php 13,755.85/night/room (Tower Wing Deluxe)</u></p> <p>Php 13,755.85 x 3 nights x 1 room = Php 41,267.55</p>	<p><u>Php 6,900.00/night/room (Superior Room)</u></p> <p>Php 6,900 x 3 nights x 1 room = Php 20,700.00 + Php 6,900 (for 2 days 50% charge for early check-in or late check out) + Php 2,484.00 (12% VAT) + Php 170.78 (0.825%</p>	<p><u>Php 8,827.20/night/room (Deluxe Room – Double Occupancy)</u></p> <p>Php 8,827.20 x 3 nights x 1 room = Php 26,481.60</p>

	= <u>Php 41,267.55</u>	city tax) + Php 2,070.00 (10% Service Charge)  = <u>Php 32, 324.78</u>	= <u>Php 26,481.60</u>	
<b>TOTAL =</b>	<b>Php 134,856.50</b>	<b>Php 120,023.30</b>	<b>Php 102,432.30</b>	

REQUIREMENTS	HIGHEST QUOTE	MEDIUM QUOTE	LOWEST QUOTE	
II. Lunch	Shangri-La Hotel	Sofitel Hotel	Diamond Hotel	
	Cost/pax	Cost/pax	Cost/pax	
VIPs	Php 2,300.00 x 20 pax  = <u>Php 46,000.00</u>	Php 2,223.00 x 20 pax  = <u>Php 44,460.00</u>	Php 1,950.00 x 20 pax  = <u>Php 39,000.00</u>	
Staff Meals	Php 1,600.00 x 10 pax  = <u>Php 16,000.00</u>	Php 750.00 x 10 pax  = <u>Php 7,500.00</u>	Php 650.00 x 10 pax  = <u>Php 6,500.00</u>	
<b>TOTAL =</b>	<u><b>Php 62,000.00</b></u>	<u><b>Php 51,960.00</b></u>	<u><b>Php 45,500.00</b></u>	

REQUIREMENTS	HIGHEST QUOTE			MEDIUM QUOTE			LOWEST QUOTE		
	Unit Cost	No. of Days	Unit Cost	No. of Days	Unit	Unit	Unit Cost	No. of Days	Unit
III. Transportation	KRSC TOUR HUB AND TRANSPORT SERVICES			ENTERPRISE LEASING CORPORATION			SIXT RENT A CAR		
Mercedes Benz E Class for the Egyptian Assistant Foreign Minister and close-in security (10 hrs/day)	Php 23,000.00 x 3 days x 1 unit <b>=Php 69,000.00</b>  <i>Additional:</i>  <i>Excess hour rate:</i> 4 hrs x 2,300.00 x 3 days x 1 unit <b>= Php 27,600.00</b>  <b>=Php 96,600.00</b>			Php 23,360.00 x 3 days x 1 unit <b>=Php 70,080.00</b>  <i>Additional:</i>  <i>Excess hour rate:</i> 4 hrs x 2,360.00 x 3 days x 1 unit <b>=Php 28,320.00</b>  <b>=Php 98,400.00</b>			Php 19,421.00 x 3 days x 1 unit <b>=Php 58,263.00</b>  <i>Additional:</i>  <i>Excess hour rate:</i> 4 hrs. x Php 1,900.00 x 3 days x 1 unit <b>=Php 22,800.00</b>  <b>=Php 81,063.00</b>		
Toyota Innova for the Egyptian delegation and protocol officer (10 hrs/day)	Php 5,000.00 x 3 days x 1 unit <b>=Php 15,000.00</b>  <i>Additional:</i>  <i>Excess hour rate:</i> 4 hrs x Php 500.00 x 3 days x 1 unit <b>=Php 6,000.00</b>  <b>=Php 21,000.00</b>			Php 4,000.00 x 3 days x 1 unit <b>=Php 12,000.00</b>  <i>Additional:</i>  <i>Excess hour rate:</i> 4 hrs x Php 400.00 x 3 days x 1 unit <b>=Php 4,800.00</b>  <b>=Php 16,800.00</b>			Php 4,470.00 x 3 days x 1 unit <b>=Php 13,410.00</b>  <i>Additional:</i>  <i>Excess hour rate:</i> 4 hrs x Php 447.00 x 3 days x 1 unit <b>=Php 5,364.00</b>  <b>=Php 18,774.00</b>		
<b>TOTAL</b>	<b><u>Php 117,600.00</u></b>			<b><u>Php 115,200.00</u></b>			<b><u>Php 99,837.00</u></b>		



OFFICE OF MIDDLE EAST AND AFRICAN AFFAIRS

**EXTREMELY URGENT**

**MEMORANDUM FOR THE UNDERSECRETARY, OUA**

**THROUGH : THE UNDERSECRETARY, OUP  
THE ASSISTANT SECRETARY, OFM**

**From : PETRONILA P. GARCIA**  
Assistant Secretary

**Subject : Budget Request for the Philippine Hosting of the 8<sup>th</sup> PH-Egypt  
Joint Commission Meeting (JCM) at the Department of Foreign  
Affairs on 10-12 February 2014**

**Date : 20 January 2014**

OMEAA respectfully informs the Secretary that the Philippines will host the 8<sup>th</sup> PH-Egypt Joint Commission Meeting (JCM) on 10-12 February 2014 at the Carlos P. Garcia Conference Hall, 11<sup>th</sup> Floor of the Department of Foreign Affairs.

The Philippine delegation will be headed by Undersecretary Jesus I. Yabes while the Egyptian side will be headed by Assistant Foreign Minister for Asian Affairs, H.E. Ahmed Ismail Abdelmoaty.

In this regard, OMEAA respectfully requests the approval of **THREE HUNDRED ONE THOUSAND EIGHT HUNDRED SIXTY ONE & 23/100 (Php 301,861.23)** to cover expenses for the hosting of the said Meeting.

Enclosed is the breakdown of the proposed budget, for the Secretary's consideration and approval.

[ ] Approved [ ] Disapproved

**RAFAEL E. SEGUIS**  
Undersecretary

Encls: As stated



OFFICE OF MIDDLE EAST AND AFRICAN AFFAIRS

**EXTREMELY URGENT**

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**THROUGH : THE UNDERSECRETARY, OUP  
THE ASSISTANT SECRETARY, OFM**

**From : PETRONILA P. GARCIA**  
Assistant Secretary *P. Garcia*

**Subject : Budget Request for the Philippine Hosting of the 8<sup>th</sup> PH-Egypt  
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Affairs on 10-12 February 2014**

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Enclosed is the breakdown of the proposed budget, for the Secretary's consideration and approval.

[ ] Approved [ ] Disapproved

**RAFAEL E. SEGUIS**  
Undersecretary

*Encls: As stated*

**BUDGET PROPOSAL FOR THE PHILIPPINE HOSTING OF THE 8<sup>TH</sup> PH-EGYPT  
JOINT COMMISSION MEETING (JCM) ON 10-12 FEBRUARY 2014**

**BUDGET ESTIMATE**

<b>A. ACCOMMODATION</b>					
	<b>Unit Cost (in Php)</b>	<b>Days</b>	<b>No. of rooms</b>	<b>Amount</b>	<b>Subtotal</b>
*One Bedroom Suite for the Assistant Foreign Minister	16,162.77	3	1	48,488.30	
*Deluxe Room for one (1) member of the Egyptian delegation	9,154.13	3	1	27,462.40	
* Deluxe Room for one (1) protocol officer and one (1) close-in security (double occupancy)	8,827.20	3	1	26,481.60	
					<b>102,432.30</b>
	<b>Unit Cost (in Php)</b>	<b>Pax</b>	<b>No. of Days</b>		
<b>B. LUNCHEON - VIPs</b> (hosted by SFA)	1,950.00	20	1	<u>39,000.00</u>	
<b>Staff Meal**</b>	650.00	10	1	<u>6,500.00</u>	
<b>AM Snacks</b>	300	30	1	<u>9,000.00</u>	
<b>PM Snacks</b>	200	30	1	<u>6,000.00</u>	
					<b>60,500.00</b>
<b>C. TRANSPORTATION</b>					
	<b>Unit Cost (in Php)</b>	<b>Days</b>	<b>Unit</b>		
Mercedes Benz E Class Assistant Foreign Minister (10 hrs/day)	19,421.00	3	1	58,263.00	
Toyota Innova for one (1) member of the Egyptian delegation, (1) one protocol officer and one (1) close-in security (10 hrs/day)	4,470.00	3	1	13,410.00	
Predicted overtime charges				<u>28,164.00</u>	
					<b>99,837.00</b>

<b>D. MEAL ALLOWANCE FOR SECURITY CONTINGENT</b>					
	<b>Unit Cost (in Php)</b>	<b>Day</b>	<b>No. of Pax</b>		
Meal for one (1) protocol	300.00	3	1	900.00	
Meal for one (1) close-in security for head of delegation	250.00	3	1	750.00	
					<b>1,650.00</b>
<b>F. USEC'S GIFT FOR HEAD OF DELEGATION</b>					<b>10,000.00</b>
<b>SUB-TOTALS</b>					<b>274,419.30</b>
<b>Plus: Reserve Margin for Unforeseen Expenses (10%)</b>					<b>27,441.93</b>
<b>GRAND TOTAL</b>					<b>301,861.23</b>

\*Nett price.

\*\*Staff meal (2 protocol officers, 2 close-in security, 3 OMEAA staff, 1 Usec's staff and 2 Egypt Embassy staff)



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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 2536138  
**Procuring Entity** DEPARTMENT OF FOREIGN AFFAIRS - MAIN  
**Title** Transportation Services for the Hosting of PH-Egypt JCM  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	BAC-47-2014	<b>Status</b>	<b>Closed</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	2
<b>Category:</b>	Transportation and Communications Services	<b>Date Published</b>	06/02/2014
<b>Approved Budget for the Contract:</b>	PHP 99,837.00	<b>Last Updated / Time</b>	06/02/2014 00:00 AM
<b>Delivery Period:</b>	3 Day/s	<b>Closing Date / Time</b>	13/02/2014 12:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Sherwin Toledo Member - BAC Secretariat 2330 Roxas Blvd, Pasay City Metro Manila Philippines 1300 63-02-8344116 Ext.4621 63-02-8319584 bac.secretariat@dfa.gov.ph		
<b>Description</b> <p>For more information, please see attached document which could be downloaded from the associated component of this posting.</p>			

**Created by** Bernice Catherine Santayana  
**Date Created** 05/02/2014

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OFFICE OF FISCAL MANAGEMENT


CERTIFICATE OF AVAILABILITY OF FUNDS

This is to certify that the amount of **THREE HUNDRED ONE THOUSAND EIGHT HUNDRED SIXTY ONE & 23/100 PESOS ONLY (Php301,861.23)** is available to cover payment for the hotel accommodation, snacks, VIP lunch and staff meal, transportation and actual overtime charges, meal allowance for protocol and close-in security for head of delegation, gifts and miscellaneous expenses in connection with the Philippine Hosting of the 8<sup>th</sup> PH-Egypt Joint Commission Meeting (JCM) on 10-12 February 2014, chargeable against OMEAA's MOOE, subject to existing accounting and auditing rules and regulations.

Funds provided for the purpose will be valid thirty (30) days from the end of the said event.

This Certification is issued for whatever lawful purpose it may serve.

For the Assistant Secretary:

  
**ALVAR E. ROSALES**  
Department Chief Accountant

06 February 2014

**BUDGET DIVISION-GAF**

07 FEB 2014

02 - 14 - 0029



# PhilGEPS

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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 2536145  
**Procuring Entity** DEPARTMENT OF FOREIGN AFFAIRS - MAIN  
**Title** Hotel Accommodation for the PH-Egypt JCM  
**Area of Delivery** Metro Manila

<b>Solicitation Number:</b>	BAC-49-2014	<b>Status</b>	<b>Closed</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Bid Supplements</b>	0
<b>Classification:</b>	Goods	<b>Document Request List</b>	9
<b>Category:</b>	Hotel and Lodging and Meeting Facilities	<b>Date Published</b>	06/02/2014
<b>Approved Budget for the Contract:</b>	PHP 102,432.00	<b>Last Updated / Time</b>	06/02/2014 00:00 AM
<b>Delivery Period:</b>	7 Day/s	<b>Closing Date / Time</b>	13/02/2014 12:00 PM
<b>Client Agency:</b>			
<b>Contact Person:</b>	Sherwin Toledo Member - BAC Secretariat 2330 Roxas Blvd, Pasay City Metro Manila Philippines 1300 63-02-8344116 Ext.4621 63-02-8319584 bac.secretariat@dfa.gov.ph		
<b>Description</b>  For more information, please see attached document which could be downloaded from the associated component of this posting.			

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