




NOTICE OF AWARD

20 May 2014

Sir:

Please be informed that, upon the recommendation of the Bids and Awards Committee (BAC) of the Department as contained in the approved Annual Procurement Plan for CY 2014, the Department of Foreign Affairs is awarding the procurement for the hotel accommodation, lease of venue/conference package during the hosting of the 2nd ASEAN Regional Forum (ARF) Seminar on UNCLOS on 28-29 May 2014 of to your firm, **Manila Hotel**, in the amount of *Five Hundred Eighty-Seven Thousand (Php 587,000.00)* only, inclusive of all taxes and other lawful charges, subject to the signing of the Contract.

Very truly yours,


LINGLINGAY F. LACANLALE
Undersecretary for Administration
and Head of the Procuring Entity

MR. JOMARI LIM
Sales Manager
MANILA HOTEL
One Rizal Park
Manila

*Rec'd (KOB)
only
19 June 14*




NOTICE OF AWARD

20 May 2014

Sir:

Please be informed that, upon the recommendation of the Bids and Awards Committee (BAC) of the Department as contained in the approved Annual Procurement Plan for CY 2014, the Department of Foreign Affairs is awarding the procurement for the hotel accommodation, lease of venue/conference package during the hosting of the 2nd ASEAN Regional Forum (ARF) Seminar on UNCLOS on 28-29 May 2014 of to your firm, **Manila Hotel**, in the amount of *Five Hundred Eighty-Seven Thousand (Php 587,000.00)* only, inclusive of all taxes and other lawful charges, subject to the signing of the Contract.

Very truly yours,


LINGLINGAY F. LACANLALE
Undersecretary for Administration
and Head of the Procuring Entity

MR. JOMARI LIM
Sales Manager
MANILA HOTEL
One Rizal Park
Manila

NOTICE OF AWARD

20 May 2014

Sir:

Please be informed that, upon the recommendation of the Bids and Awards Committee (BAC) of the Department as contained in the approved Annual Procurement Plan for CY 2014, the Department of Foreign Affairs is awarding the procurement for the hotel accommodation, lease of venue/conference package during the hosting of the 2nd ASEAN Regional Forum (ARF) Seminar on UNCLOS on 28-29 May 2014 of to your firm, **Manila Hotel**, in the amount of *Five Hundred Eighty-Seven Thousand (Php 587,000.00)* only, inclusive of all taxes and other lawful charges, subject to the signing of the Contract.

Very truly yours,

LINGLINGAY F. LACANLALE
Undersecretary for Administration
and Head of the Procuring Entity

MR. JOMARI LIM
Sales Manager
MANILA HOTEL
One Rizal Park
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. L.T. Cruz
BAC Secretariat:
Head - A.O. Vallespin
A. De Asis-Del Mundo
S.P. Toledo
G.C. Fernandez

8834-14



RECEIVED
MAY 20 2014

Kagawaran ng Ugnayang Panlabas

Department of Foreign Affairs

OFFICE OF ASEAN AFFAIRS

TIME: _____

EXTREMELY URGENT

MEMORANDUM FOR THE CHAIR, BIDS AND AWARDS COMMITTEE

FROM : LUIS T. CRUZ
Assistant Secretary

SUBJECT : Request for issuance of DFA Bids and Awards Committee resolution for the rental of venue, accommodations and meals to be used at the hosting of the 2nd ASEAN Regional Forum (ARF) Seminar on UNCLOS, Manila, 28-29 May 2014 (exclusive of arrival and departure of Delegates/ingress and egress)

DATE : 14 May 2014

ASEAN would like to request the DFA Bids and Awards Committee for the issuance of resolution for the rental of venue, accommodations and meals for the subject meeting on 28-29 May 2014 (exclusive of arrival and departure of delegates/ingress and egress).

Funding for this activity is chargeable against ASEAN's savings for 2013.

Following is a comparative summary of the attached quotations:

NAME OF HOTEL	PARTICULARS	AMOUNT (in Php)
Manila Hotel	Super Deluxe Room (Triple Sharing) -P8,750.00 nett x 3 nights=P35,000.00 x 5 rooms = 28 May- Plenary (AM/PM/Lunch)-100 pax x P2,200.00 = 29 May - Plenary (AM/PM/Lunch)-100 pax x P2,200.00= Secretariat (crew) meals - 27, 28, 29 May - dinner - P350 nett/pax x 15 pax= P5,250.00 x 3 dinners = GRAND TOTAL FOR ACCOMMODATION, BANQUET & FOOD Meeting room rental - waived Secretariat working room - waived Rates inclusive of applicable taxes Inclusive of buffet breakfast, welcome fruits, local mineral water daily, daily newspaper, internet connection, use of fitness center and outdoor pool	131,250.00 220,000.00 220,000.00 <u>15,750.00</u> 587,000.00
Diamond Hotel	De Luxe Room (triple sharing) -P8,200.00nett x 3 nights=P24,600.00 x 5 rooms 28 May-Plenary- (AM/PM/Lunch - 100 pax x P2,500.00net/pax= 29 May -Plenary-(AM/PM/Lunch- 100 pax x P2,500.00 net/pax = Secretariat (crew) meals - 27, 28,29 May-dinner-P1,100 nett/pax/day x 15 pax= P16,500.00 x 3 dinners GRAND TOTAL FOR ACCOMMODATION, BANQUET & FOOD Meeting room rental -waived Secretariat working room - waived Inclusive of buffet breakfast, welcome fruit, Complimentary 24-hours in-room internet access and wi-fi access in public area Use of exercise room, swimming pool & outdoor Jacuzzi Daily newspaper & safety deposit box in the room Rates inclusive of applicable taxes	123,000.00 250,000.00 250,000.00 <u>49,500.00</u> 672,500.00
Sofitel Luxury Hotel	Superior room (triple sharing)-P8,600.00net x 3 nights=P25,800.00 x 5 rooms = 28 May-Plenary (AM/PM/Lunch - 100 pax x P2,200.00= 29 May-Plenary (AM/PM/Lunch-100 pax x P2,200.00= Secretariat (crew) meals -27,28,29 May- dinner-P650.00net x 15 pax=P9,750.00 x 3 dinners GRAND TOTAL FOR ACCOMMODATION, BANQUET & FOOD Meeting room rental-waived Rates inclusive of applicable taxes Complimentary use of swimming pool, access to SoFit and LeSpa Two(2) bottles of mineral water Complimentary scheduled shuttle to Mall of Asia	129,000.00 220,000.00 220,000.00 <u>29,250.00</u> 598,250.00

Early receipt of the BAC's positive response on this matter would be highly appreciated.



OFFICE OF ASEAN AFFAIRS

EXTREMELY URGENT

MEMORANDUM FOR THE CHAIR, BIDS AND AWARDS COMMITTEE

FROM : LUIS T. CRUZ
Assistant Secretary

SUBJECT : Request for Issuance of DFA Bids and Awards Committee (BAC) resolution for the rental of venue, accommodations and meals to be used at the hosting of the 2nd ASEAN Regional Forum (ARF) Seminar on UNCLOS, Manila, 28-29 May 2014 (exclusive of arrival and departure of Delegates/ingress and egress)

DATE : 14 May 2014

ASEAN would like to request the DFA Bids and Awards Committee for the issuance of a resolution on the rental of venue, accommodations and meals for the subject meeting on 28-29 May 2014 (exclusive of arrival and departure of delegates/ingress and egress).

Funding for this activity is chargeable against ASEAN's savings for 2013.

Following is a comparative summary of the attached quotations:

NAME OF HOTEL	PARTICULARS	AMOUNT (in Php)
Manila Hotel	Super Deluxe Room (Triple Sharing) -P8,750.00 nett x 3 nights=P35,000.00 x 5 rooms = 28 May- Plenary (AM/PM/Lunch)-100 pax x P2,200.00 = 29 May - Plenary (AM/PM/Lunch)-100 pax x P2,200.00= Secretariat (crew) meals - 27, 28, 29 May - dinner - P350 nett/pax x 15 pax= P5,250.00 x 3 dinners = GRAND TOTAL FOR ACCOMMODATION, BANQUET & FOOD Meeting room rental - waived Secretariat working room - waived Rates inclusive of applicable taxes Inclusive of buffet breakfast, welcome fruits, local mineral water daily, daily newspaper, internet connection, use of fitness center and outdoor pool	131,250.00 220,000.00 220,000.00 15,750.00 587,000.00
Diamond Hotel	De Luxe Room (triple sharing) -P8,200.00nett x 3 nights=P24,600.00 x 5 rooms 28 May-Plenary- (AM/PM/Lunch - 100 pax x P2,500.00net/pax= 29 May -Plenary-(AM/PM/Lunch- 100 pax x P2,500.00 net/pax = Secretariat (crew) meals - 27, 28,29 May-dinner-P1,100 nett/pax/day x 15 pax= P16,500.00 x 3 dinners GRAND TOTAL FOR ACCOMMODATION, BANQUET & FOOD Meeting room rental -waived Secretariat working room - waived Inclusive of buffet breakfast, welcome fruit, Complimentary 24-hours in-room internet access and wi-fi access in public area Use of exercise room, swimming pool & outdoor Jacuzzi Daily newspaper & safety deposit box in the room Rates inclusive of applicable taxes	123,000.00 250,000.00 250,000.00 49,500.00 672,500.00
Sofitel Luxury Hotel	Superior room (triple sharing)-P8,600.00net x 3 nights=P25,800.00 x 5 rooms = 28 May-Plenary (AM/PM/Lunch - 100 pax x P2,200.00= 29 May-Plenary (AM/PM/Lunch-100 pax x P2,200.00= Secretariat (crew) meals -27,28,29 May- dinner-P650.00net x 15 pax=P9,750.00 x 3 dinners GRAND TOTAL FOR ACCOMMODATION, BANQUET & FOOD Meeting room rental-waived Rates inclusive of applicable taxes Complimentary use of swimming pool, access to SoFit and LeSpa Two(2) bottles of mineral water Complimentary scheduled shuttle to Mall of Asia	129,000.00 220,000.00 220,000.00 29,250.00 598,250.00

Early receipt of the BAC's positive response on this matter would be highly appreciated.

MATRIX FOR HOTEL

NAME OF HOTEL	PARTICULARS	AMOUNT (in Php)
Manila Hotel	<p>Super Deluxe Room (Triple Sharing) –P8,750.00 nett x 3 nights=P26,250.00 x 5 rooms =</p> <p>28 May- Plenary (AM/PM/Lunch)-100 pax x P2,200.00 =</p> <p>29 May – Plenary (AM/PM/Lunch)-100 pax x P2,200.00=</p> <p>Secretariat (crew) meals – 27, 28, 29 May - dinner – P350 nett/pax x 15 pax= P5,250.00 x 3 dinners =</p> <p>GRAND TOTAL FOR ACCOMMODATION, BANQUET & FOOD =</p> <p>Meeting room rental – waived</p> <p>Secretariat working room - waived</p> <p>Rates inclusive of applicable taxes</p> <p>Inclusive of buffet breakfast, welcome fruits, local mineral water daily, daily newspaper, internet connection, use of fitness center and outdoor pool</p>	<p>131,250.00</p> <p>220,000.00</p> <p>220,000.00</p> <p><u>15,750.00</u></p> <p>587,000.00</p>
Diamond Hotel	<p>De Luxe Room (triple sharing) – P8,200.00 nett x 3 nights =P24,600.00 x 5 rooms=</p> <p>28 May-Plenary- (AM/PM/Lunch – 100 pax x P2,500.00nett/pax=</p> <p>29 May –Plenary-(AM/PM/Lunch- 100 pax x P2,500.00 nett/pax =</p> <p>Secretariat (crew) meals – 27, 28,29 May-dinner-P1,100.00 nett/pax/day x 15 pax= P16,500.00 x 3 dinners</p> <p>GRAND TOTAL FOR ACCOMMODATION, BANQUET & FOOD =</p> <p>Meeting room rental –waived</p> <p>Secretariat working room – waived</p> <p>Inclusive of buffet breakfast, welcome fruit,</p> <p>Complimentary 24-hours in-room internet access and wi-fi access in public area</p> <p>Use of exercise room, swimming pool & outdoor Jacuzzi</p> <p>Daily newspaper & safety deposit box in the room</p> <p>Rates inclusive of applicable taxes</p>	<p>123,000.00</p> <p>250,000.00</p> <p>250,000.00</p> <p><u>49,500.00</u></p> <p>672,500.00</p>
Sofitel Luxury Hotel	<p>Superior room (triple sharing)- P8,600.00 net x 3 nights = P25,800.00 x 5 rooms =</p> <p>28 May-Plenary (AM/PM/Lunch – 100 pax x P2,200.00=</p> <p>29 May-Plenary (AM/PM/Lunch-100 pax x P2,200.00=</p> <p>Secretariat (crew) meals – 27,28,29 May – dinner- P650.00 nett x 15 pax= P9,750.00 x 3 dinners</p> <p>GRAND TOTAL FOR ACCOMMODATION, BANQUET & FOOD =</p> <p>Meeting room rental-waived</p> <p>Rates inclusive of applicable taxes</p> <p>Complimentary use of swimming pool, access to SoFit and LeSpa</p> <p>Two(2) bottles of mineral water</p> <p>Complimentary scheduled shuttle to Mall of Asia</p>	<p>129,000.00</p> <p>220,000.00</p> <p>220,000.00</p> <p><u>29,250.00</u></p> <p>598,250.00</p>



May 6, 2014

Revision as of May 12, 2014

ASEC. LOUIS T. CRUZ

Office of ASEAN Affairs

2330 Roxas Blvd. 1300, Pasay City

Tel: 8318951

email: mariatheresa.albano@gmail.com/jahzeelgcruz@yahoo.com

SUBJECT: Forum/ May 28-29, 2014

Dear Asec. Cruz:

Greetings and thank you for your interest at Manila Hotel.

World-renowned for Prestige, Historical Events and Finest Accommodation. The Manila Hotel boasts of the most exclusive location in Manila, and the only one which has maintained its Grandeur,

Please find below your **Forum/May 28-29, 2014**. Kindly take the time to review the terms and conditions herewith.

It will be my pleasure to help you make your event and your Guests' visit to the hotel a success and memorable one. The special rates will not be effective without signed contract between both parties.

Rest assured that we shall extend to you and your guests a legacy of luxury and genuine Filipino hospitality the Manila Hotel is known for.

Sincerely yours,

Karlie Ann Go Perez
Corporate Sales Manager
Manila Hotel



May 6, 2014
Revision as of May 12, 2014

ASEC. LOUIS T. CRUZ
Office of ASEAN Affairs
2330 Roxas Blvd. 1300, Pasay City
Tel: 8318951
email: mariatheresa.albano@gmail.com

SUBJECT: Forum/ May 28-29, 2014

Dear Asec. Cruz:

Warm Greetings from Manila Hotel!

Thank you for your interest in the services and facilities of the Manila Hotel. We are pleased to propose the following terms and arrangements for your forthcoming function:

Date/Day	Time	Activity	Venue	No. of Guest	Room Rental
May 27, 2014	8:00am-5:00pm	Secretariat	Luaun	TBA	Waived
May 28, 2014	8:00am-5:00pm	Secretariat	Luaun	TBA	Waived
	8:00am-5:00pm	Plenary Am/Lunch/Pm	Cent Hall A Cent Hall B	100 pax	
May 29, 2014	8:00am-5:00pm	Secretariat	Luaun	TBA	Waived
	8:00am-5:00pm	Plenary Am/Lunch/Pm	Cent Hall A Cent Hall B	100 pax	

MENU : Please find in the following pages our proposed menu for your guidance and perusals:
Conference Package A at P2,200 net/pax inclusive of 2 snacks and Lunch Buffet

BEVERAGE REQUIREMENT : **Crew Dinner at P350 net/pax**
OPEN BAR-for all other order-charge to engager
CASH BAR-for all other order-charge to guest



NOTE: Unlimited tea, chilled juices, softdrink, fruit punch or 100 beer at P 120 net per glass

Proposal letter for Asec. Cruz

SET-UP

:

The Hotel can provide the following:

- Rectangular Hollow Set Up
- Rectangular table as registration table
- Rostrum with microphone
- Basic sound system(Tapedeck with EV speaker/CD player/Mic)
- (2) 9X12 screen c/o MH/LCD c/o engager
- Pads, pens & mint candies
- Namecards/Placecards
- Wi-fi-FOC
- Conference #6 (Luaun) as Secretariat Room-FOC
- Backdrop at P5,000 net
- Flagpoles
- Planters and greens

Should you have specific requirements, pleased let us know so we can make the necessary arrangements.

BILLING ARRANGEMENTS

:

For Send Bill Arrangement. The Hotel Will require letter of Authority and Availability of Funds. Please Address to Ms Agnes Loquinario ,Credit Manager for Approval.

Should you wish to make other arrangements please let us know the soonest possible time.

CANCELLATION CLAUSE

:

If the function is cancelled within one (1) month before the scheduled date, the deposit will automatically be forfeited in favor of the Hotel.

If the function is cancelled within two (2) weeks before the scheduled date, all amounts due to the Hotel, whether paid or unpaid, as of the date of the cancellation shall be forfeited in favor of the Hotel.



Proposal letter for Asec. Cruz

CANCELLATION CLAUSE

: In case of postponement, the Engager must send a written notice at least (5) five months prior to the date of the contracted function. If notice of postponement is made less than five (5) months prior to the function, the same result to forfeiture of the amount deposit to the Hotel.

Asec. Cruz, we hope that our proposal merits approval. Should you have further queries, please do not hesitate to call the undersigned at 5270011 local 1270.

We look forward to being of service to you and your distinguished guests and making your function a success.

Very truly yours,



MS. KARLIE ANN GO PEREZ
Corporate Sales Manager
Manila Hotel

Noted By,

MS NATALIE T. RAMIREZ
AVP-Sales
Manila Hotel



Coffeebreak Menu

Note: No Pork

Menu:

CROISSANT WITH TUNA IN MAYONNAISE
COFFEE OR TEA

PANDESAL W/ LAGUNA CHEESE, TOMATO AND LETTUCE
COFFEE OR TEA

PANDESAL W/ CHICKEN ADOBO FLAKES
COFFEE OR TEA

CROISSANT WITH TURKEY HAM & SWISS CHEESE
COFFEE OR TEA

RYE CROISSANT WITH SMOKED TURKEY & EDAM CHEESE
COFFEE OR TEA

ENSAYMADA WITH CHEDDAR & SALTED EGG
COFFEE OR TEA

DANISH ALMOND CROISSANT
COFFEE OR TEA

CINNAMON ROLL WITH CASHEW NUTS
COFFEE OR TEA

TUNA SANDWICH & BANANA-COCONUT BREAD
COFFEE OR TEA

CHICKEN SANDWICH & CORN MUFFIN
COFFEE OR TEA

DANISH PASTRIES WITH CREAM CHEESE
COFFEE OR TEA



Buffet Menu

Note: No Pork

Menu 01

SOUP:

CREAM OF TOMATO SOUP WITH BREAD CROUTONS
And Basil Cream

HORS D'OEUVRES:

SMOKED TANIGUE WITH HORSERADISH SAUCE
ASSORTED POULTRY COLD CUTS WITH PICKLES
ROAST BEEF WITH ASPARAGUS AND REMOULADE SAUCE
CARPACCIO OF KING MACKEREL WITH CALAMANSI AND BEANSPROUT

SALAD:

CEASAR SALAD
MEDITERRANEAN SALAD WITH FETA
SWEET CORN SMOKED CHICKEN SALAD
TURNIP CARROT SALAD WITH ORANGE DRESSING
MACARONI SALAD WITH HAM AND RAISIN

HOT DISHES:

SEAFOOD RAGOUT IN HERB TOMATO SAUCE
WHITE SALMON FILLET IN LEMON BUTTER SAUCE
ROAST CHICKEN ROLL WITH MUSHROOM CREAM SAUCE
ROAST LEG OF LAMB WITH TOMATO PROVENCALE
BAKED LASAGNE WITH BEEF
VEGETABLES IN SEASON
SAFFRON RICE

DESSERT:

ASSORTED FRESH FRUITS
MOCHA FLAN WITH TIAMARI SAUCE
SAVARIN WITH FRUITS IN RUM SYRUP
UBE SWISS ROLL WITH FRUIT COULIS
NO BAKE CHOCOLATE FRUIT CAKE
MANGO BAVAROSE CAKE

FRUIT TRIFLE IN GLASS
COFFEE OR TEA



Menu 02

SOUP:

CREAM OF SAYOTE- COCONUT SOUP
With Lemon Grass and Fried Garlic Foam

HORS D'OEUVRES:

DUCK ASADO
ASSORTED MAKI SUSHI
CEVICHE OF KING FISH WITH GREEN MOJO
ROAST BEEF WITH ASPARAGUS AND HORSERADISH SAUCE

SALAD:

ASIAN BEANSPOUT SALAD
MIXED SALAD WITH ASSORTED DRESSINGS
CHICKEN NOODLES SALAD WITH SESAME DRESSING
EGG PLANT SALAD WITH FISH SAUCE AND DRIED SHRIMP
TUNA NICOISE SALAD WITH VINAIGRETTE

HOT DISHES:

SPICY BEEF STEW FILIPINO STYLE
MILD CHICKEN CURRY WITH PAPADUM
WHOLE STEAMED RED SNAPPER WITH SOY AND GINGER
SEAFOOD LASAGNE WITH CHEESE BAKED
FRIED VEGETABLES SPRING ROLLS
BAHMI GORENG NOODLES
GINGER RICE

DESSERT:

ASSORTED FRESH FRUITS
FRESH FRUIT SALAD IN LIME SYRUP
FRIED COCONUT BANANA WITH FUDGE SAUCE
PURPLE YAM ROLL WITH FRUIT SAUCE
CHILLED MELON SAGO DESSERT
CARAMEL COCONUT FLAN
TROPICAL ICE CREAM



LYCHEE MOUSSE
COFFEE OR TEA



Buffet Menu

Menu 3

SOUP:

TINOLANG MANOK SA DAHON NG SILI
Clear Chicken Broth with Green Papaya and Chili Leaves

HORS D'OEUVRES:

RELLENONG MANOK SA PLARIDEL
Stuffed Chicken Roll with Cheese, Relish and Raisin
KINILAW NA PUSIT SA CALAMANSI AT SUKANG PAOMBONG
Spicy Marinated Squid in Citronette and Native Vinegar
GALANTINANG MANOK SA KAHAL
Chicken Galantine with Orange
PINAUSUKANG TANIGUE

Smoked King Mackerel with Tomato, Onion and Green Mango
LUMPIANG MAYNILA

Heart of Palm in Crepes with Peanut Soy Sauce

SALAD:

ENSALADANG TOGUE AT KABUTE
Bean Sprout, Black Mushroom Salad
ENSALADANG AMPALAYA AT HIPON
Bitter Squash, Shrimp Salad
TALBOS NG SAYOTE, TINAPA AT KAMATIS
Sayote Tops, Smoked Fish and Tomato Salad
MARAS SALAD
Salad of Cucumber with Coconut Milk and Dried Surgeon Fish

HOT DISHES:

MANOK SA PUGAD
Crispy Chicken on Fried Noodles
RELLENONG BANGUS
Stuffed Milk Fish
BISTEK TAGALOG
Paillard of Beef with Smothered Onion in Calamansi Soy Sauce



MAYA MAYA SA GATA AT LUYANG DILAW
Red Snapper Filet in Coconut Milk with Yellow Ginger
BUTONG SA ALIMASAG
Blue Crab Boiled in Buco Juice with Tomato and Coconut Meat
GUINATAANG KALABASA AT SITAO
Pumpkin and Snake Beans in Coconut Cream
PUTING KANIN SA BAGOONG
Steamed Rice with Shrimp Paste



DESSERTS:
KAHELADA MAYNILA
A Refreshing Mixture of Mango, Orange and Lychee
KUTSINTA AT PUTO
Tiny Rice Cake
GULAMAN AT BUKO PANDAN
Coconut Jelly Flavored with Pinescrew Leaves
SARIWANG PRUTAS TROPICANA
Tropical Fresh Fruits
BIBINGKA SA LATIK
Glutinous Rice Cake with Coconut Cream and Brown Sugar
TOCINO DEL CIELO
Egg Custard
KAPE O TSAA
Coffee or Tea

Buffet Menu
Menu 4
SOUP:
SINABAW NA MONGGO AT CHICHARON SA AMPALAYA
Soup of Green Mongo Beans with Pork Crackling and Bitter Squash
HORS D'OEUVRE:
GALANTINANG PUGO AT SALSA NG MANGGA
Quail Galantine with Mango Ginger Sauce
ASADONG PATO
Braised Duckling with Slices of Fru
TINAPANG BANGUS SA SIBUYAS AT KAMATIS
Smoked Milk Fish with Onion and Tomato
PINAUSUKANG PITSO NG MANOK AT MGA PRUTAS
Smoked Chicken Breast with Fresh Fruits
KILAWING OSOHOS SA BERDENG MANGGA



Ceviche of Silver Silagao with Green Mango

SALADS:

ENSALADANG PIPINO

Cucumber Salad Filipino way

ENSALADANG SINGKAMAS AT HIPON

White Turnip Salad with Originated Shrimp

KAMATIS AT ITLOG NA MAALAT

Tomato Salad with Egg Salad

INIHAW NA TALONG, SIBUYAS AT BAWANG

Grilled Eggplant Salad with Garlic Onion

HOT DISHES:

ESCABECHENG MAYA MAYA

Red Snapper in Sweet Sour Sauce

AMPALAYA CON CARNE

Sautéed Bitter Squash with Beef Strips

ADOBONG HITO

Braised Catfish in Soy Sauce and Vinegar

KARE-KARE

Stewed Ox-Tripe and Ox Tail in Annatto Peanut Sauce and Shrimp Paste

PINAKBET

Melange of Native Vegetables Stewed with Bagoong

PUTING KANIN SA PANDAN

Steamed White Rice with Pinescrew Leaves

DESSERTS:

MGA SARIWANG PRUTAS SA PANAHOON

Assorted Fresh Fruits in Season

HALAYANG UBE

Sweetened Purple Yam Pudding

LECHE FLAN AT MACAPUNO

Cream Caramel with Sweetened Coconut Meat

SAPIN-SAPIN

White Rice Cake with Desiccated Coconut

MINATAMIS SA ITLOG NA PUTI

Brazo de Mercedes

MARUYANG SAGING

Banana Fritters

KAPE O TSAA

Coffee or Tea



April 24, 2014

Ms. Maria Theresa Albano
Department of Foreign Affairs-ASEAN Affairs
Republic of the Philippines
2330 Roxas Boulevard, Pasay City
Metro Manila, Philippines
Email: mariatheresa.albano@gmail.com

RE: Proposal

Dear **Ms. Albano**,

Greetings and thank you for your interest at Manila Hotel.

World-renowned for Prestige, Historical Events and Finest Accommodation, The Manila Hotel boasts of the most exclusive location in Manila, and the only one which has maintained its Grandeur.

Please find below your **SPECIAL RATES** Valid from May to December 31, 2014. Kindly take the time to review the terms and conditions herewith.

It will be my pleasure to help you make your event and your Guests' visit to the hotel a success and memorable one. Please advise your acceptance of this proposal by signing and returning to us one copy of agreement on or before May 14. Corporate rates will not be effective without a signed contract between both parties.

Rest assured that we shall extend to you and your guests a legacy of luxury and genuine Filipino hospitality the Manila Hotel is known for.

Discounted rates, promotional rates and special rates are not valid on high occupancy periods, Philippine and International Holidays, or as determined by Hotel Management.

Yours sincerely,


JOMARI LIM
Sales Manager

Page 1 of 4

One Rizal Park, 0913 Manila, Philippines
Tel. No. (632) 527-0011 Fax Nos. (632) 527-0022 to 24
E-mail: resvn@manila-hotel.com.ph <http://www.manila-hotel.com.ph>

A. ACCOMMODATION

Room Type	Published Rate	Corporate Promo
Superior Deluxe Room	USD 350.00 ++	Php 6,500.00 nett ✓

Suite Accommodations

Room Type	Published Rate	Corporate Promo
Intramuros Suite/Veranda Suite	USD 500.00 ++	Php 11,400.00 nett
Luneta Suite	USD 525.00 ++	Php 12,200.00 nett
Park Suite		
One (1) Bedroom	USD 450.00 ++	Php 9,820.00 nett
Two (2) Bedroom	USD 550.00 ++	Php 12,995.00 nett
Honeymoon Suite	USD 550.00 ++	Php 14,495.00 nett
Bay Suite		
One (1) Bedroom	USD 450.00 ++	Php 12,995.00 nett
Two (2) Bedroom	USD 550.00 ++	Php 19,355.00 nett
Executive Suite		
Tower Suite	USD 450.00 ++	Php 12,995.00 nett
Sunset Suite	USD 550.00 ++	Php 14,585.00 nett
Sunrise Suite	USD 550.00 ++	Php 14,585.00 nett
PREMIER SUITES		
Andres Bonifacio		Php 27,305.00 nett
Gabriela Silang (1BR)		Php 27,305.00 nett
Gabriela Silang (2BR)	USD 1,000.00 ++	Php 43,200.00 nett
Emilio Aguinaldo (1BR)	USD 1,500.00 ++	Php 27,305.00 nett
Emilio Aguinaldo (2BR)		Php 43,200.00 nett
PRESTIGE SUITES		
Dr. Jose Rizal	USD 2,000.00 ++	Php 60,100.00 nett
Mac Arthur Suite	USD 2,500.00 ++	Php 90,895.00 nett
Presidential Suite	USD 2,500.00 ++	Php 90,895.00 nett
Extra Person	USD 45.00 ++	Php 2,250.00 nett ✓
Extra Person (12 years old and below)	Free of Charge	Free of Charge

Inclusions :

- Daily buffet breakfast
- Welcome Fruits
- Local mineral water daily
- Daily newspaper
- Internet Connection
- Complimentary Use of Fitness Center and outdoor pool
- Rates are non-commissionable and inclusive of taxes and service charge



One Rizal Park, 0913 Manila, Philippines
Tel. No. (632) 527-0011 Fax Nos. (632) 527-0022 to 24
E-mail: resv@manila-hotel.com.ph <http://www.manila-hotel.com.ph>

MAC ARTHUR SUITES

Room Type	Published Rate	Published Rate	Corporate Promo	Corporate Promo
MACARTHUR CLUB FLOOR	SGL	TWN	SGL	TWN
Superior Deluxe Room	USD 475.00++	USD 535.00++	Php 10,610.00 nett	Php 10,610.00 nett
Sunset	USD 775.00++	USD 835.00++	Php 20,150.00 nett	Php 20,150.00 nett
Sunrise	USD 775.00++	USD 835.00++	Php 20,150.00 nett	Php 20,150.00 nett

Inclusions for Executive Suite/ MacArthur Club/ Premiere Suite

- Breakfast set menu from 6 AM to 10 AM at MacArthur Club Lounge
- Access to MacArthur Club Lounge
- Express Check-in and Check-out at the MacArthur Club Lounge
- Exclusive Concierge Services
- Complimentary non-alcoholic beverage throughout the day (Coffee, Tea, Chilled Juices & Soft drinks) at MacArthur Club Lounge
- Complimentary unlimited beverage (alcoholic beverage included) during cocktail hour from 6 PM to 8 PM
- Complimentary Afternoon Tea from 3 PM to 5 PM at Club Lounge
- Complimentary welcome fruit to be delivered in the room
- Complimentary suit pressing and shoeshine service
- No surcharge on express laundry, dry cleaning and pressing services
- Complimentary local calls
- Newspaper delivered to room
- Complimentary 2-hour use of Club conference room upon availability (First come, First serve basis)
- Complimentary use of computer booth w/ Internet access
- Complimentary use of Health Club facilities
- 20% discount in all hotel's restaurant (dine-in only), Spa treatments and packages, dry cleaning and laundry services

B. CONCESSION ; INCENTIVES FOR GROUPS AND MEETINGS

In addition to the above special rates, We shall extend one (1) complimentary room (ROH) with breakfast for 2 for every twenty (20) paid rooms . However, the complimentary guestrooms shall not exceed five (5) rooms regardless of the number of rooms reserved and paid..

C. CANCELLATION POLICY

No. of Rooms Cancelled	Cut Off (Minimum Notice Required)
1-5 rooms	2 days prior to arrival
6-15 rooms	21 days prior to arrival
16-30 rooms	28 days prior to arrival
30-50 rooms	45 days prior to arrival
Over 50 rooms	60 days prior to arrival

Your Reservation can be changed or cancelled according to the schedules above. For cancellations made after said period, a cancellation fee of one night charge for the total numbers of rooms blocked will be imposed. The Hotel shall consider the reservation as cancelled/no-show if the guest has not

checked-in on the first day of the reservation by 1800 hours Manila Time (6:00PM), unless a later time of arrival has been previously indicated. For cancellations/No Show made on the date of the arrival, room charges for the whole duration of stay shall apply.

Changes to your reservations have to be communicated to our office in writing either by fax sent to (632) 5279467/68 or via email to j.lim@manila-hotel.com.ph / sales@manila-hotel.com.ph. To avoid misunderstanding of any sort, it is necessary to have a confirmation number from our staff. If you have not received a confirmation within 24 hours after you sent your fax or email, room/s reserved is subject to availability.

D. CHECK-IN AND CHECK-OUT PROCEDURE

Since our guest check-out time is 12 noon, we suggest that your guests will check-in after 2:00PM to allow ample time for the rooms to be made-up. Please be assured, however, that every effort will be made to accommodate your guests who will arrive at the Hotel before 2:00PM.

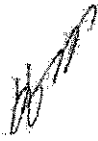


Jomari Lim
Sales Manager

CONFORME

Ms. Maria Theresa Albano
Department of Foreign Affairs-ASEAN Affairs

Noted by:



Bae Eun Joo, Ms.
Director of Sales

May 8, 20124

HON. LUIS T. CRUZ
Assistant Secretary
Office of ASEAN Affairs
Department of Foreign Affairs
Roxas Boulevard, Pasay City

Thru : Mr. Ahzeel Abihail G. Cruz
Principal Assistant

Email : mariatheresa.albano@gmail.com

EVENT CONTRACT
2nd ASEAN Regional Forum on UNCLOS
May 28-29, 2014

Dear Assec. Cruz::

Thank you for considering Diamond Hotel Philippines to provide rooms and banquet accommodation to your guests attending the 2nd ASEAN Regional Forum on UNCLOS on May 28 and 29, 2014. We are very pleased to submit the following information for your confirmation.

Prior reservations are recommended as well as stating your company name to ensure that the applicable rates stated below are extended.

ROOM ACCOMMODATION

ROOM TYPE	PUBLISHED RATES Single Occupancy	PUBLISHED RATES Double Occupancy	CORPORATE RATES Single / Double Occupancy	CORPORATE RATES Triple Occupancy
De Luxe Room	Php 14,820.00	Php 16,055.00	Php 6,700NN	Php 8,200NN ✓
Premiere Room	Php 16,672.50	Php 17,907.50	Php 7,400NN	Php 8,900NN
Executive Suite	Php 24,082.50	Php 24,082.50	Php 11,200NN	Php 12,700NN
Diamond King/Twin	Php 19,142.50	Php 20,377.50	Php 10,200NN	Php 11,700NN
Diamond Executive Suite	Php 30,257.50	Php 30,257.50	Php 17,000NN	Php 18,500NN

Above rates are inclusive of 10% service charge and applicable government taxes.

Room Inclusions/Amenities:

- Complimentary buffet breakfast at Corniche from 6:00am to 10:00am
- Welcome fruit
- Complimentary twenty four hours in-room internet access per day
- Complimentary wi-fi access in the Public Areas
- International Direct Dialing Facilities
- Use of the exercise room, Spa at the Diamond Spa, swimming pool & outdoor Jacuzzi
- Safety deposit box in the room
- Daily local Newspaper

Premier Room Additional Inclusions / Amenities:

- Unlimited internet access
- Complimentary local calls
- Welcome tea service
- Use of iPod dock
- Turndown service and amenities

Diamond Club Room Additional Inclusions / Amenities:

- Express Check-in and Check-out at the Club Lounge
- Complimentary breakfast in the privacy of Diamond Club Lounge, from 6:00am to 10:00am
- Coffee, tea, non alcoholic beverages and snacks from 10:30am to 5:00pm
- Complimentary welcome drink to be served at the Diamond Club Lounge upon arrival
- Fruit plate as welcome amenity
- Complimentary use of workstation with wi-fi internet access
- Complimentary whole day in-room broadband and wi-fi internet access
- Complimentary selected minibar items
- Complimentary local calls
- Complimentary use of Diamond Spa and gym
- Complimentary daily newspaper
- Complimentary pressing of one suit per day
- Complimentary use of entertainment elements such as iPad mini, iPod dock, Sony Play Station 3, Nintendo Wii, Nintendo DS Lite, DVD Player
- Complimentary use of the 8-seater Boardroom for two hours (subject to availability)
- Complimentary use of OSIM foot, eye and back massager
- In-room safe
- Guaranteed late check-out at 4:00pm
- Access to the Club Lounge

OTHER SERVICES OFFERED:

One way airport transfer

Toyota Camry	*Php 1,949.00 net
Van	*Php 2,049.00 net

*Transportation rates are subject to change without prior notice

NO SHOW / CANCELLATION

It is understood that upon signing of this contract, confirmed rooms reserved are guaranteed. Any room reductions, cancellations or no shows pertaining to the said event not arising from fortuitous events will be charged equivalent to the total number of guaranteed room nights to company.

The hotel check in time is 2:00 PM and check out time is 12:00 NN. Please be advised that the hotel will hold the room 72 hrs prior to arrival day unless a deposit or credit card guarantee is made to cover the entire duration of confirmed room bookings.

FUNCTION ROOM BLOCKING

We are pleased to be reserving the following rooms according to your inquiry requirements.

Date	Start Time	End Time	Function	Room	Setup	Agr	Remarks
05/27/2014	6:00PM	9:00PM	Dinner	Secretariat Room		15-20	Staff Meal
05/28/2014	8:00AM	5:00PM	Plenary	Aquarius-Sagittarius 27 th floor	Special	100	Waived in lieu of Meeting Package
05/28/2014	8:00AM	5:00PM	Secretariat	Capricorn Room, 27 th floor	Special	-	Complimentary
05/28/2014	12:00NN	1:00PM	Lunch	Sky Lounge, 27 th floor	Existing	100	Complimentary
05/28/2014	7:00PM	10:00PM	Dinner	South Ballroom, Upper Lobby	Rounds	100	Waived in lieu of Dinner Package
05/29/2014	8:00AM	5:00PM	Plenary	Aquarius-Capricorn, 27 th floor	Special	100	Waived in lieu of Meeting Package
05/29/2014	8:00AM	5:00PM	Secretariat	Capricorn Room, 27 th floor	Special	-	Complimentary
05/29/2014	12:00NN	1:00PM	Lunch	Sky Lounge, 27 th floor	Existing	100	Complimentary
05/29/2014	6:00PM	9:00PM	Dinner	Secretariat Room		15-20	Staff Meal

Should there be a significant increase or decrease in your attendance, we reserve the right to reassign the appropriate function room.

BANQUET RATES AND INCLUSIONS

AM COFFEEBREAK:

1-Item PM Coffeebreak

Php 250.00 net per person

LUNCH AND DINNER OPTIONS:

No-Pork International Buffet Selection A/B/C (using halal meat)
Served with one round softdrink or iced tea

Php 2,000.00 net per person

No-Pork International Buffet Selection D/E/F (using halal meat)
Served with one round softdrink or iced tea

Php 2,400.00 net per person

PM COFFEEBREAK:

1-Item PM Coffeebreak

Php 250.00 net per person

STAFF MEAL:

Classic 3-Course Set Menu

Served with one round of softdrink or iced tea

Php 1,100.00 net per person | day

Above rates are inclusive of 10% service charge and applicable government taxes.

SPECIAL RATES FOR OTHER POSSIBLE REQUIREMENTS in BANQUETS

House Wines:

- Red Wine (Musso Cabernet Sauvignon)
- White Wine (Impetu Sauvignon Blanc)
- Sparkling Wine (Prosecco Brut)

Php 1,500.00 net per 750 ml bottle

Php 1,500.00 net per 750 ml bottle

Php 1,800.00 net per 750 ml bottle

Bottled Water :

Php 100.00 net per 500 ml bottle

CORKAGE: PHP 1.00 per ml for standard brands and PHP 2.50 per ml for premium brands should you wish to bring in bottled wines inside the function room

EQUIPMENT RENTAL RATES FOR ADDITIONAL REQUIREMENTS

- ◆ 42" LED TV monitor with stand
- ◆ 2-Camera system DVD Coverage includes video switcher, patching RCA and VGA Cables; 2 DVD copies)
- ◆ Data/Video Splitter
- ◆ DVD Player with TV monitor
- ◆ Lapel Microphone
- ◆ Head-worn microphone
- ◆ Conference microphone (delegates mic)

Php 8,000.00 net per unit per day

Php 22,000.00 net per day

Php 5,000.00 net per day

Php 3,300.00 net per day

Php 1,650.00 net per day

Php 1,800.00 net per day

Php 1,800.00 net per day

◆ Conference microphone (HOD mic)	PhP 2,500.00 net per day
◆ Photocopier monochrome	PhP 9,500.00 net per day
◆ Colored printer (including toner)	PhP 11,500.00 net per day
◆ Laser printer (including toner)	PhP 8,000.00 net per day
◆ LCD Projector (5000 ANSI lumens)	PhP 10,000.00 net per day
◆ WIFI internet connection	PhP 7,500.00 net per day
◆ Electricity Charge (for equipment to be brought in)	PhP 5,000.00 net per day

BANQUET CONCESSIONS

For your patronage with Diamond Hotel Philippines, we are pleased to extend the following concessions:

- ◆ Use of function room for a minimum number of guaranteed persons
- ◆ PA System / DVD player / BOSE Sound System
- ◆ Rostrum with microphone
- ◆ 4 wireless microphones
- ◆ Telephone unit with outside line for local calls
- ◆ Ceiling-mounted LCD projectors
- ◆ Provision of 6 x 8 feet ceiling-mounted projection screens
- ◆ Built-in Data Splitter
- ◆ Dedicated AVR Technician
- ◆ Standard physical arrangement
- ◆ Mint candies replenished daily
- ◆ Pads and pencils, pads replenished daily
- ◆ Free-Flowing Coffee or Hot Tea
- ◆ 10% Complimentary parking coupons based on guaranteed number and/or maximum of 20 coupons
- ◆ Special parking flat rate of PHP 100.00 net per coupon for the rest of the attendees

FUNCTION ROOM RENTAL

We are pleased to waive the room rental of the function room for a specified number of guaranteed persons or an equivalent minimum revenue requirement. Should you wish to extend your stay after the agreed reservation time indicated above, and should there be no function after the event, an applicable excess hourly charge is to be applied. A fraction of an hour is considered one full hour.

TERMS AND CONDITIONS

Upon confirmation and contract signing, the HOTEL will require payment equivalent to:

First Payment: 50% down payment upon confirmation or within 7 working days upon signing of contract

FULL Payment: 7 days prior to the date of the event.

Should event be less than 7 days prior to the date of event, full payment for the total computed minimum charges is required.

1. Deposits are NON-TRANSFERRABLE and NON-REFUNDABLE.
2. Total estimated revenue is rate multiplied by the number of attendees or rooms plus additional charges.
3. Preferred mode of payment is cash or credit card.

For accounts with credit line:

Banquet payments will be charged to DEPARTMENT OF FOREIGN AFFAIRS OFFICE OF ASEAN AFFAIRS thru Send Bill Arrangement. Letter of Authorization and Certificate of Availability of Funds is required upon signing of the contract to facilitate the Send Bill Arrangement. Otherwise, payment will be collected from the guests upon check-in. Payment should be released within seven (7) days upon receipt of the Statement of Account. Incidental charges on personal account must be settled upon check-out or immediately after the event.

Guaranteed Number of Persons

The HOTEL shall charge the PATRON for the *guaranteed number of guests OR actual number of persons whichever is higher.*

No reduction in the number of guaranteed covers shall be allowed by the HOTEL later than 72 hours prior to the date of the function. Any increase in the number of guaranteed covers should be made not later than 48 hours.

Food, beverage and incidental bills which are left unsigned by the PATRON after the function shall be forwarded for billing.

Food and Beverage

All food and beverage items shall be exclusively purchased from the DIAMOND HOTEL PHILIPPINES. PATRON is not permitted to bring in food and beverage items in the hotel unless there is a signed agreement to the contrary.

In case of any food & beverage item/s allowed to be brought in by the HOTEL upon request of the PATRON, the latter shall hold the HOTEL free and harmless from any illness/inconvenience that patron or invitees of the PATRON may suffer attributable to such food & beverage item/s.

The HOTEL reserves the right to substitute similar or comparable accommodations/menu for the function in case of fortuitous events/causes beyond its control, and substitution shall be accepted by the PATRON as full compliance/performance under this Agreement.

Cancellation

One-hundred percent (100%) charge will be applied based on the expected revenue should you cancel after signing of confirmation letter or contract.

Damage to Hotel Property

The Client shall be held responsible for any damage made to the hotel, meeting and meal venues during the function and the corresponding repair charges shall be billed to the Client's account.

Exclusions of Liability

The Hotel will not be held liable for failure to execute obligations specified herein directly or indirectly occasioned by or through or in consequence of war, change of statutes of the Philippine Government, strikes, riots, and other civil disturbances, typhoons, floods, natural calamities and other acts of God, fire or such other conditions and events beyond the control of the Hotel.

In the event of non-performance due to the above reasons, the Hotel shall refund in full the deposits received for this function.


To reflect your agreement to the above terms, kindly affix your signature on the space provided below and return or fax to us a copy on or before May 19, 2014.

We hope you find everything in order. Should you wish to make any revisions to any arrangements stated herein please let us know. Please feel free to contact the undersigned should you have any further queries or clarifications. We will be more than glad to address all your concerns.

We look forward to being of service to you & your guests, here at *Diamond Hotel Philippines*.

Very truly yours,

EDGARDO P. BERIN
Business Development Manager
Diamond Hotel Philippines


L.A. SAYSON-POPA
Director of Events
Diamond Hotel Philippines

CONFORME:

HON. LUIS T. CRUZ
Assistant Secretary, Office of ASEAN Affairs
Department of Foreign Affairs

/lcsp

S O F I T E L
LUXURY HOTELS

PHILIPPINE PLAZA MANILA

MEETINGS



Department of Foreign Affairs

May 27-29, 2014

Ms. Teresa Albano
Department of Foreign Affairs
Roxas Blvd.
Pasay City
Mobile: 63 926 709 4011
Email: marlatheresa.albano@dfa.gov.ph

Ms. Madelene Sy
Sofitel Philippine Plaza
CCP Complex Roxas Blvd
Pasay City
Tel: 63 2 832 6950
Fax: 63 2 551 5621
Email: Madelene.Sy@sofitel.com

SOFITEL

LUXURY HOTELS

PHILIPPINE PLAZA MANILA

MEETINGS



Department of Foreign Affairs

May 27-29, 2014

EXPERIENCE EXCLUSIVE MEETINGS AT SOFITEL

Because the meetings you organize are important events for you, your company and your guests, Sofitel Luxury Hotels creates fruitful and customized business experiences.

Partner of your success, Sofitel is committed in turning a meeting into a memorable experience for you and your guests.

Our teams are entirely devoted to your event from its conception to its realization and will ensure to meet the excellent standard that lies at the heart of Sofitel.

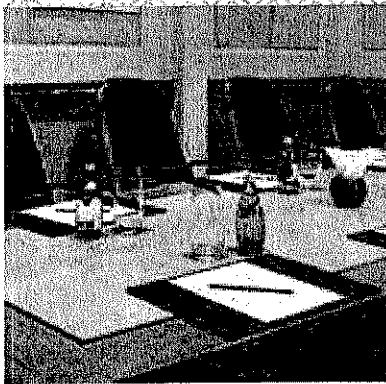


SOFITEL

LUXURY HOTELS

PHILIPPINE PLAZA MANILA

MEETINGS



Department of Foreign Affairs

What held our attention IN YOUR REQUEST

Thank you for considering the Sofitel Philippine Plaza to be the venue for your event on May 28-29, 2014. We are pleased to advise that we have the capability to accommodate your guests. We understand the importance of the event and assure you of our total cooperation to ensure its success.

PROPOSAL FOR YOUR EVENT

Please find our proposal as follows:



MEETINGS

YOUR DETAILED EVENT

TECHNOLOGY

Ideal for all types of functions, Sofitel Philippine Plaza Manila can accommodate intimate gatherings, grand events, conventions and exhibitions. Convention facilities offer the latest audio visual equipment and meeting technology including wireless connectivity.



Audio Visual Package List

Public Address System Packages	Venue	Rates/Per Day
PA-1 System (Small Function) 1 pair Powered Speaker w/ stand 1 unit Studio Mixer 6 input 3 units microphone w/ stand 1 unit CDJ / DVD / Mp3 player	Panay, Negros Leyte, Samar Romblon, Mindoro Sulu, Palawan Cebu, ECR 1,2,3	PHP 3,000.00+++
PA-2 System (Mid Function) 2 pairs Powered Speaker w/ stand 1 unit Studio Mixer 6 input 4 units Microphone with stand 1 unit CDJ / DVD / Mp3 player	Luzon, Visayas Mindanao, Davao Boracay, Spiral Seawall Garden Seven	PHP 4,000.00+++
PA-3 (Large Function) 4 pairs Powered Speaker w/ stand 1 unit Studio Mixer 6 input 4 units Microphone with stand 2 units CDJ / DVD / Mp3 player	Grand Ballroom Harbor Tent Sunset Pavilion	PHP 8,000.00+++

*Above rates are subject to 12% VAT, 10% service charge & .825 City Tax.
All prices are subject to change without prior notice.*

MEETINGS

Audio Visual Package List

Public Address System Packages	Venue	Rates/Per Day
Video System		
9x12 LED Video Wall complete system with monitor		PHP 40,000.00+++
2200 Ansi Lumens Projector w/ Screen		PHP 6,500.00+++
4500 Ansi Lumens Projector w/ Screen		PHP 8,000.00+++
5500 Ansi Lumens Projector w/ Screen		PHP 12,000.00+++
6500 Ansi Lumens Projector w/ Screen		PHP 15,000.00+++
12000 Ansi Lumens Projector w/ Screen		Php 25,000.00+++
LCD TV 22" with DVD Player		PHP 2,500.00+++
Plasma 32" with DVD Player		PHP 5,000.00+++
Plasma 42" with DVD Player		PHP 6,000.00+++
Plasma 51" with DVD Player		PHP 10,000.00+++
Add On		
Shure Sm58 Microphone w/ Stand		PHP 500.00+++
Condenser Microphone w/ Stand		PHP 800.00+++
Podium Microphone		PHP 1,000.00+++
Shure SM58 Wireless Microphone		PHP 1,000.00+++
Shure UHFR Beta87 Wireless Microphone		PHP 1,500.00+++
Lapel or Headworm Wireless Microphone		PHP 1,200.00+++
In Ear Monitor Wireless with beltpack		PHP 1,000.00+++
Portable PA System plus 1 mic		PHP 1,500.00+++
Internet Connection		
512 Kbps Wired Internet (Guestrooms)		PHP 905.00nett for 24 hours
1 Mbps Wireless Internet (Function Rooms)		PHP 8,500.00nett maximum of 10 users (Browsing, E-mail, Video Streaming)
2 Mbps Wireless Internet (Function Rooms)		PHP 15,000.00nett maximum of 20 users (Browsing, E-mail, Video Streaming)

*Above rates are subject to 12% VAT, 10% service charge & .825 City Tax.
All prices are subject to change without prior notice.*

MEETINGS

Your preferred rates are indicated below for a minimum requirement of 15 rooms:

Room Type	Single Rate	Double Rate	Triple Rate
Superior Room	Php 6,500.00 net	Php 6,500.00 net	Php 8,600.00 net ✓
Luxury Room	Php 7,500.00 net	Php 7,500.00 net	Php 9,600.00 net

Rates indicated are inclusive of 12% VAT, 10% service charge and 0.825% government tax.
Rates are inclusive of buffet breakfast.

Please understand that we are not holding any guestrooms for your group at the moment. If you wish to proceed with your booking, please let us know so we can assist you in reserving your required number of guestrooms at your preferred dates, after which a contract will be issued to confirm the arrangement.

CONCESSION

The Hotel will provide you with one (1) complimentary guestroom for every twenty (20) paid rooms. However, the complimentary rooms to be provided shall not exceed four (4) rooms regardless of the number of rooms reserved and paid, and must be availed of during the conference proper.

AMENITIES

We have included the following amenities in our room rates:
Complimentary use of the Swimming Pool
Complimentary access to SoFit and LeSpa
Two (2) bottles of mineral water (replenished daily)
Complimentary scheduled shuttle to Mall of Asia

AIRPORT TRANSFER

Our current rates for one-way transfer are as follows:

Toyota Altis	Php 1,500 one way
Toyota Grandia	Php 2,600 one way
MB E Class	Php 3,200 one way
MB S Class	Php 3,900 one way

- Above rates are subject to increase without prior notice.

MEETINGS

MEETING ROOM ARRANGEMENTS

Date	Start Time	End Time	Function	Room	Setup	Exp	Status	Room Rental
May 27, 2014 (Wednesday)	6:00 PM	11:00 PM	Dinner	LEYTE SAMAR	TBA	100	Available	Waived in lieu of meals
May 28, 2014 (Wednesday)	8:00 AM	5:00 PM	Meeting	DAVAO	TBA	100	Available	Waived in lieu of meals
	6:00 PM	11:00 PM	Dinner	DAVAO	TBA	100	Available	
May 29, 2014 (Thursday)	8:00 AM	5:00 PM	Meeting	BORACAY	TBA	100	Available	Waived in lieu of meals
	6:00 PM	11:00 PM	Dinner	BORACAY	TBA	100	Available	

Should there be a significant increase or decrease in your attendance, we shall reassign the appropriate function room(s).

Rates are subject to change without prior notice

MENU RATES

We are pleased to confirm the following prices for your expected food and beverage requirements:

AM SNACK	Php 450.00 nett per person
PM SNACK	Php 450.00 nett per person
BUFFET LUNCH	Php 1,300.00 nett per person
BUFFET DINNER	Php 1,800.00 nett per person
✓ CREW MEAL	Php 650.00 nett per person

- A minimum guarantee of 50 persons is required for buffet set-up
- These rates are inclusive of 10% service charge, 12% VAT and 0.825% local government tax
- Rates are subject to change without prior notice

BILLING ARRANGEMENT

We will require a non-refundable Reservation Fee of 10% of the total payment of room accommodation and banquet charges to hold the guest rooms on or before **May 22, 2014**. This Reservation Fee shall be deductible from the total amount of the event charges. Schedule of payment will be outlined in the contract.

S O F I T E L
LUXURY HOTELS

PHILIPPINE PLAZA MANILA

MEETINGS

OPTION TO CONFIRM

We trust this proposal is suitable to your conference needs.

The Hotel has tentatively reserved the afore-mentioned guestrooms and function space for your event until May 19, 2014. Should we not receive confirmation from you on or before this date, the Hotel reserves the option to automatically release the guest rooms to other clients without further notice.

Upon acceptance of this proposal, the Hotel will issue an event agreement/contract outlining the terms and conditions for your perusal and written confirmation.

This proposal is exclusive to your organization and the arrangements contained here are not intended for dissemination to a third party.

Should you have any question or additional requirement, please call me at telephone number (632) 832-6950 or e-mail me through Madelene.Sy@sofitel.com or my mobile phone number 0917 309 2119.

Ms. Albano, we look forward to the privilege of playing host to you for this important event and assure you of our cooperation to ensure its success.

Sincerely yours,

Conforme:

Madelene Sy
Sales Manager

Teresa Albano
ASEAN Office

Noted by:

Bingbing Lingao
Director of Sales

Department of Foreign Affairs



May 27-29, 2014 7



SOFITEL PHILIPPINE PLAZA MANILA

CCP COMPLEX, ROXAS BOULEVARD, PASAY CITY, 1300 METRO MANILA

TÉL +63 2 551 5555 - FAX +63 2 551 5610

E-MAIL ROOM.RESERVATIONS@SOFITELMANILA.COM

WWW.SOFITEL.COM



OFFICE OF ASEAN AFFAIRS

MEMORANDUM FOR THE UNDERSECRETARY FOR ADMINISTRATION, OUA

THROUGH : THE ASSISTANT SECRETARY, OFM *ON*

FROM : **LUIS T. CRUZ**
Assistant Secretary

SUBJECT : PH Hosting of the 2nd ASEAN Regional Forum (ARF) Seminar
on UNCLOS, Manila, 28-29 May 2014

DATE : 30 April 2014

Further to DFA-ASEAN's memorandum dated 3 March 2014 on the use of the Office's 2013 allotment balance, as approved by OUA (copy attached), DFA-ASEAN respectfully requests approval to allocate an additional **Php5,000,000.00** of its 2013 balance to cover the expenses for subject hosting.

The PH hosting of the 2nd ARF Seminar on UNCLOS was originally proposed under the International Commitment Fund (ICF) for 2014. DFA-ASEAN withdrew the proposal via a memorandum to UNIO (cc OUP, OUA and OFM) dated 12 July 2013 after securing funding commitment from Australia, the seminar co-chair. Australia now requests that it share the costs of hosting with PH.

Attached is the abovementioned ICF proposal, for reference.

For the Undersecretary's consideration.

(☒) Approved (☐) Disapproved

L. Lacanlale
LINGLINGAY F. LACANLALE
Undersecretary for Administration

CERTIFIED TRUE COPY
CENTRAL RECORDS DIVISION
DEPARTMENT OF FOREIGN AFFAIRS
08 MAY 2014

LORRAINE M. ESPIRITU
ACTING DIRECTOR

Enclosure/s: as stated

OFFICE OF ASEAN AFFAIRS
INTERNATIONAL COMMITMENT FUND
Budget Proposal

CERTIFIED TRUE COPY
CENTRAL RECORDS DIVISION
DEPARTMENT OF FOREIGN AFFAIRS
08 MAY 2014
[Signature]
LORRAINE M. ESPIRITU
ACTING DIRECTOR

A. Description of the Meeting

Conference Title : **ARF Seminar on the Promotion of Maritime Security through UNCLOS**
Date and Place : 1st Quarter 2014, Manila

B. Legal Basis

At the 17th ARF Ministerial Meeting in Ha Noi on 23 July 2010, the Ministers endorsed the holding of a seminar on the United Nations Convention on the Law of the Sea (UNCLOS). Accordingly, the Philippines hosted the ARF Seminar on the on 8-9 March 2011 in Manila. The Seminar provided an opportunity for ARF participants the opportunity to study and learn from experts, and exchange views on how UNCLOS can help promote regional maritime security efforts within the context of the ARF. Discussions in the meeting generated an agreement to hold a follow-up meeting focused on UNCLOS.

In this regard, the Philippines proposed to host an ARF Meeting on Regional Efforts to Promote Maritime Security in the context of UNCLOS in 2013.

The primary objective of the Seminar is to carry on with the discussions of in the ARF Seminar on UNCLOS. The proposed meeting will discuss possible matters with relation to regional maritime issues (e.g. South China Sea), and how UNCLOS can be best utilized to promote maritime security in addressing such issues.

All 27 participants to the ARF, including the Philippines, the ASEAN Secretariat and other international organizations related to the Workshop's objectives will be invited to attend the meeting.

C. Justification on Alignment with the Key Result Areas (KRA) of the President's Social Contract with the Filipino People

The Meeting fulfills the following key result areas of the President' Social Contract:

1) Transparent, accountable and participatory governance

- The Meeting will serve as a Track-1.5 event as it will gather government experts on maritime issues from ARF participants as well as maritime experts from non-government organizations to serve as resource persons. Hence, the Meeting is a multi-stakeholder activity aimed at gathering views on how to utilize UNCLOS to promote maritime security efforts within the context of the ARF. As the host of this event, the Philippines has the opportunity to invite not only local experts but also observers from different government agencies that are involved in national maritime security matters as well as representatives of think-tanks and academic institutions. The Meeting goes in line with transparent, accountable and participatory governance as it seeks to generate open and inclusive discussions that would redound to the enhancement of maritime security in the Asia-Pacific region and benefit the Philippines.

2) Just and lasting peace and the rule of law

- In view of the various maritime security issues facing the Philippines, the Meeting is a good opportunity for highlighting the country's commitment to enhancing maritime security in the Asia-Pacific region within the context of the ARF and for gathering insights on UNCLOS and other relevant topics vis-à-vis maritime security in the region. This hosting will also serve as an opportunity for networking and informal discussions on maritime security matters within the context of the ARF, which would help national efforts in enhancing the capacity of relevant personnel and identifying possible changes in existing policies on national maritime security.

D. Expected Outcome/s

The Meeting should be able to produce concrete recommendations on how to use UNCLOS to enhance maritime security in the Asia-Pacific region. These recommendations will help ARF Participants, including the Philippines, in terms of applying UNCLOS and other international maritime legal conventions or maritime legal norms in helping address existing territorial and maritime disputes. More importantly, the Seminar will have highlighted key maritime issues in the Asia-Pacific region that are relevant to UNCLOS and help the Philippines address its own maritime issues.

E. Post-Conference Output Integration Plan

1) Inter-Office and Inter-Agency Meetings

- This series of meetings aims to evaluate the conduct of the ARF Meeting and determine how PH interests in maritime security in the context of the ARF could be enhanced based on the outcomes of the ARF Meeting.

2) Stakeholder Consultations

- This series of meetings aims to gather the views of various stakeholders from both government and policy think-tanks concerned with regional (Asia-Pacific) and national maritime security issues on a possible follow-up activity to the ARF Meeting and inputs for new initiatives that could be incorporated into the ARF Work Plan on Maritime Security (MS).

F. Participants

The Participants of the Seminar include maritime experts from the 27 ARF participants and representatives from the ASEAN Secretariat.

Budget:

• Participation

1. No. of Stay/Day

Activities	No. Of Stay/Day
Arrival	1
Meeting	2
Departure	1
Total	4

2. Participating Delegation

CERTIFIED TRUE COPY
CENTRAL RECORDS DIVISION
DEPARTMENT OF FOREIGN AFFAIRS

08 MAY 2014

Lorraine M. Espiritu
LORRAINE M. ESPIRITU
ACTING DIRECTOR

Participants	Total
Four (4) Participants from each 27 ARF Member Countries	108
Twenty Participants from other International Organizations related to ARF ISM NPD	20
Two (2) ASEAN Secretariat Officials	2
10 Speakers	10
Total	140

3. Administrative and Substantive Secretariat

Participants	Total
One (1) Head, Administrative	1
One (1) Special Disbursing Officer	1
Two (2) Rapporteurs	2
Three (3) Registration & Documentation Officers	3
Four (4) Conference Officers & Physical Arrangement Team	4
Four (4) Protocol Officers	4
Two (2) Transportation, Property & Supplies Officers	2
Two (2) Hotel and Food Arrangements Officers	2
Two (2) Technical Support / MIS / Engineering	2
One (1) PISU Photographer	1
Total	22

G. Program of Activities (Tentative)

Day 1

A.M./P.M. - Arrival of Delegates

Day 2

8:00 – 8:30 A.M. - Registration

8:30 – 8:45 A.M. - Opening Remarks and Group Photo

8:45 – 9:00 A.M. - Break

9:00 – 10:30 A.M. - Plenary Session of the ARF Meeting

10:30 – 10:45 A.M. - Coffee Break

10:45 – 12:00 N.N. - Plenary Session of the ARF Meeting

12:00 – 1:30 P.M. - Lunch

1:30 – 3:00 P.M. - Plenary Session of the ARF Meeting

3:00 – 3:15 P.M. - Coffee Break

3:15 – 5:00 P.M. - Plenary Session of the ARF Meeting

7:00 – 9:00 P.M. - Welcome Dinner

CERTIFIED TRUE COPY
CENTRAL RECORDS DIVISION
DEPARTMENT OF FOREIGN AFFAIRS

08 MAY 2014

Lorraine M. Espiritu
LORRAINE M. ESPIRITU
ACTING DIRECTOR

Day 2

9:00 – 10:30 A.M.	-	Plenary Session of the ARF Meeting
10:30 – 10:45 A.M.	-	Coffee Break
10:45 – 12:00 N.N.	-	Plenary Session of the ARF Meeting
12:00 – 1:30 P.M.	-	Lunch
1:30 – 3:00 P.M.	-	Plenary Session of the ARF Meeting
3:00 – 3:15 P.M.	-	Coffee Break
3:15 – 4:30 P.M.	-	Plenary Session of the ARF Meeting
4:30 – 4:45 P.M.	-	Presentation of Co-Chairs' Summary Report
4:45 – 5:00 P.M.	-	Wrap-up and Closing Remarks by Co-Chairs

CERTIFIED TRUE COPY
CENTRAL RECORDS DIVISION
DEPARTMENT OF FOREIGN AFFAIRS

08 MAY 2014
Lorraine M. Espiritu
LORRAINE M. ESPIRITU
ACTING DIRECTOR

H. Detailed Expenditures in Peso

- Projected Expenditures in Pesos

1. Accommodation

Delegations	Cost/Room (Approx)	No. of Days/Nights	Total
Speakers	10 Single Rooms x 12,000	3	360,000.00
Head of Delegation	1 Single Room x 12,000	3	36,000.00
Philippine Delegation	4 Single Rooms x 9,000.00	3	108,000.00
Philippine Secretariat Rooms	12 Double Rooms x 7,000.00	3	252,000.00
Total			756,000.00

2. Rental of Function Rooms

Delegations	Cost/Room (Approx)	No. of Days	Total
Ballroom (minimum guarantee of 100 persons)	100,000	2	200,000.00
TOTAL			200,000.00

3. Transportation

Transportation Requirements	Cost/Vehicle	No. of Days	Total
Five (Passenger Vans (dedicated for Delegates	P10,000/day + OT x 5	4	200,000.00

-arrival and departure, and for Secretariat use)			
Total			200,000.00

4. **Meals**

Meal Requirement	Cost/per meal (Approx)	No. of Pax	Total
One (1) Welcome Dinner	P2,100.00/pax	175	367,500.00
Two (2) Dinners	P1,900.00/pax x 2	40	152,000.00
Buffet Luncheons and AM/PM Snacks	P1,800/pax (with 10% service charge and prevailing government tax) x 2	175	630,000.00
Total			1,149,500.00

5. **Miscellaneous Expenses**

Projected Expenditures	Budget	Total
Preparatory Activities (meetings, snacks, transportation, communication, supplies, ocular inspections)	200,000.00	200,000.00
Supplies	300,000.00	300,000.00
Printing of Meeting Materials (stationary pads, report cover, invitation cards, luggage tags, IDs, etc)	250,000.00	150,000.00
Rental of the following equipment:		
One (1) heavy duty photocopier	P60,000 min. of 60,000 copies	60,000.00
Four (4) computers	P10,000/day x 4 x 3 days	120,000.00
Four (4) printers	P2,000/day x4 x 3 days	24,000.00
Two (2) Laptops	P5,000/day x 2 3 days	30,000.00
Closed Circuit system with 6 units 42" LCD Monitors Plasma TV	P50,000 for 2 days	50,000.00
LCD Projector	P8,500.00 x 2 days	17,000.00
Internet Connection	2,000.00 x 5 units x 2 days	20,000.00
IDD/NDD Connection		7,000.00
Allowances for Conference Secretariat: Cellphone Cards) at P500/pax	P500/pax X 25	12,500.00
Prepaid Kits for Smart-Bro	P300 x 27 x 2	16,200.00
Airfare for Speakers	150,000.00 x 10	1,500,000.00
Terminal Fee	750 x 10	7,500.00
Cultural Presentation	50,000	50,000.00
Conference Kit	1500 x 130 pax	195,000.00
Back Drop	5,000	5,000.00
Total		2,764,200.00

CERTIFIED TRUE COPY
CENTRAL RECORDS DIVISION
DEPARTMENT OF FOREIGN AFFAIRS
08 MAY 2014
Lorraine M. Espiritu
LORRAINE M. ESPIRITU
ACTING DIRECTOR

6.

PROJECTED EXPENDITURES	SUB-TOTALS
81. Accommodations	756,000.00
2. Function Room Rental	200,000.00
3. Transportation	200,000.00
4. Meals	1,149,500.00
5. Miscellaneous Expenses	2,764,200.00
Total	5,069,700.00
ADD: 15% Contingency Allowance	760,455.00
GRAND TOTAL:	5,830,155.00

Php

• Work Program

Date (Tentative)	Event
<p>December 2013-March 2014</p> <p>CERTIFIED TRUE COPY CENTRAL RECORDS DIVISION DEPARTMENT OF FOREIGN AFFAIRS 08 MAY 2014 <i>Lorraine M. Espiritu</i> LORRAINE M. ESPIRITU ACTING DIRECTOR</p>	<p>Conduct Inter-Office and Inter-Agency Meetings for Discussions on Substantive and Administrative Arrangements:</p> <ul style="list-style-type: none"> • Substantive (setting of agenda; consolidation of PH positions and presentations; formation of Philippine Delegation; forming list of invited speakers and observers) • Administrative (program of activities; budget approval and release; procurement of equipment/supplies; physical arrangements at venue; hotel booking; registration of delegates' information; flight details and hotel reservation; formation of Philippine Secretariat)
December 2013-March 2014	<p>Conduct Consultations with Co-Chair (Australia) and with other ARF Participants:</p> <ul style="list-style-type: none"> • Preparatory meetings with diplomatic counterparts on administrative and substantive arrangements • Regular exchange of information with Co-Chair and with ARF Participants
3 rd week of March 2014	<p>Set-up and Conduct of the Meeting</p> <ul style="list-style-type: none"> • Finalization of delegates' list,

	<p>speakers' list, observers' list and physical arrangements</p> <ul style="list-style-type: none"> • Activation of Secretariat and Setting up of Meeting venue/s • Hosting of the Meeting • Preparation and distribution of meeting kits and souvenirs
March-April 2014	<p>Wrap up</p> <ul style="list-style-type: none"> • Accounting of all equipment/supplies procured and documents collected • Evaluation of meeting outcomes and Secretariat performance

CERTIFIED TRUE COPY
CENTRAL RECORDS DIVISION
DEPARTMENT OF FOREIGN AFFAIRS

08 MAY 2014

Lorraine M. Espiritu
LORRAINE M. ESPIRITU
ACTING DIRECTOR



OFFICE OF FISCAL MANAGEMENT

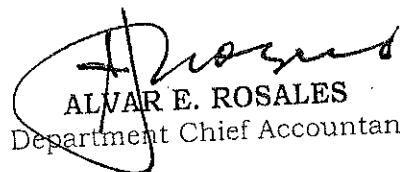
CERTIFICATE OF AVAILABILITY OF FUNDS

This is to certify that the amount of **ONE MILLION FIVE HUNDRED THOUSAND PESOS ONLY (Php 1,500,000.00)** is available to cover expenditures in hosting the 10th Senior Officials for Culture and Arts (SOMCA) on 3-4 June 2014, chargeable against ASEAN's MOOE, subject to existing accounting and auditing rules and regulations

Funds provided for the purpose will be valid up to 31 December 2014.

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

For the Assistant Secretary:


ALVAR E. ROSALES
Department Chief Accountant

14 April 2014

CERTIFIED TRUE COPY
CENTRAL RECORDS DIVISION
DEPARTMENT OF FOREIGN AFFAIRS

30 APR 2014


LORRAINE M. ESPIRITU
ACTING DIRECTOR



2nd ASEAN REGIONAL FORUM SEMINAR ON UNCLOS

28-29 May 2014

Manila, Philippines

ADMINISTRATIVE ARRANGEMENTS

1. Conference Date and Organisers

The 2nd ASEAN Regional Forum (ARF) Seminar on UNCLOS will be held in Manila, Philippines from 28 to 29 May 2014.

The Workshop is being organised by the Governments of the Philippines and Australia.

2. Venue

The Workshop will be held at the Manila Hotel. Details are:

Manila Hotel

One Rizal Park, Manila, Philippines

Tel +632 527 0011

Fax +632 527 5348

Email

www.manila-hotel.com.ph

3. Participation

ARF members are invited to nominate three (3) participants to take part in the Workshop. While technical expertise in the law of the sea is not essential to attend the workshop, participants should have an understanding of their national approaches to law of the sea issues across a spectrum of activities, which might include marine environment, fisheries, offshore exploration, maritime regulation and enforcement.

4. Registration and Identification Badges

All participants are requested to complete the **Participant Registration Form** attached (**Annex A**) and e-mail it to [designated Australian DFAT officer email address] and jahzeelgcruz@yahoo.com by **23 May 2014** at the latest.

Registered participants will be issued with an identification (ID) badge which will allow entry to the Seminar conference rooms. ID Badges will be available for collection in the foyer of the [name of hotel] from 16:00-18:00 on Tuesday, 27 May 2014 and outside the entrance to the Seminar conference room from 08:30-09:00 on 28 and 29 May 2014. For security reasons, ID badges must be worn and visible at all times. The organisers reserve the right to decline entry to any unidentified personnel.

Participants should provide any papers or other documentation they would like circulated in the Workshop to [designated Australian DFAT officer email address] and jahzeelgcruz@yahoo.com by **23 May 2014**.

5. Workshop conduct

Details of the seminar are contained in the **Draft Program (Annex B)**.

6. Logistical Arrangements

The organisers will cover the costs of the Workshop facilities, including meals as scheduled in the program. All other costs of participation (airfares, hotel accommodation, breakfast, airport transfers, etc) will be borne by the participant.

a. Accommodation

We recommend participants stay at the Seminar venue, the Manila Hotel. Participants are requested to complete the **Hotel Reservation Form** attached (**Annex C**) **before 23 May 2014**. The form should be sent by email to [hotel reservation contact email address] or by fax at [hotel reservation fax number].

To obtain the following special rates for participants attending the Seminar, please use the attached form. These rates are only available for registrations before [date] 16 May 2014.

Room type	Rate (per room night)
Grand Deluxe Room (with breakfast and internet)	PHP6,000 nett (USD135* nett)
Superior Deluxe Room (with breakfast and internet)	PHP6,500 nett (USD146* nett)
* Exchange rate: USD1.00 = PHP44.36 as of 7 May 2014	

Note: Rates are net of VAT, inclusive of local tax and service charge.

b. Flights

It is anticipated that participants will arrange flights to arrive in Manila, Philippines (Manila Ninoy Aquino International Airport (NAIA)), which is located approximately 7 km from the city centre of Manila) on Tuesday, 27 May 2014 and return to their respective countries on Friday, 30 May 2014.

c. Airport Transfer

Participants are expected to arrange for their own transportation between the Ninoy Aquino International Airport and the hotel. Airport taxis are available at the arrival area exit.

d. Meals

Lunch will be provided on each day of the Workshop. A Welcome Dinner has been organised for all participants on the evening of Wednesday, 28 May 2014. All other meals are the responsibility of participants. Participants with any special dietary requirements should advise this on the registration form.

7. Immigration (Visa) Requirements

Information on entry visa requirements to the Philippines is found in the Summary of Visa Requirements (**Annex D**). Please refer to your country's specific requirements for proper compliance.

8. Insurance and Medical Facilities

Participants are responsible for any insurance or medical expenses they incur.

9. Electricity

The domestic main electricity supply in The Philippines is 220V/60Hz, plug type A, B, C.

10. Contact Persons

For further information with regard to the Workshop, please contact:

Mr. Peter Macfarlane (DFAT, Australia)
peter.macfarlane@dfat.gov.au and copied to jennifer.chen@dfat.gov.au

Mr. Daniel Espiritu (DFA, Philippines)
danspri2@gmail.com and copied to jahzeelqcruz@yahoo.com

Appendix C

TABLE OF RATING FACTORS FOR LEASE OF VENUE

	RATING FACTORS	WEIGHT (%)	RATING
I.	Availability	100	
II.	Location and Site Condition	(50)	50
	1. Accessibility	(50)	49
	2. Parking space	100	99
III.	Neighborhood Data	(25)	25
	1. Sanitation and health condition	(25)	25
	2. Police and fire station	(25)	24
	3. Restaurant	(25)	24
	4. Banking and Postal	100	99
IV.	Venue	(20)	20
	a. Structural condition		
	b. Functionality	(10)	10
	a. Conference Rooms	(5)	5
	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		4
	a. Water supply and toilet	(4)	5
	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)	5
	g. Audio visual equipment	(5)	
	d. Other requirements	(5)	5
	a. Maintenance	(5)	5
	b. Attractiveness	(5)	5
	c. Security	(5)	5
	e. Catering Services	(5)	5
	f. Client's satisfactory rating	100	100

	RATING FACTORS	WEIGHT (%)	RATING
I.	Availability	X(.5) =	49
II.	Location and Site Condition	X(.1) =	9.8
III.	Neighborhood Data	X(.05) =	4.9
IV.	Venue	X(.35) =	34.65
FACTOR VALUE			98.35

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.

COST BENEFIT ANALYSIS

The Ministers at the 17th ARF Ministerial Meeting in Hanoi, Vietnam on 23 July 2010 endorsed the holding of a seminar on the United Nations Convention on the Law of the Sea (UNCLOS). The Philippines hosted the ARF Seminar on 8-9 March 2011 in Manila. The Seminar provided an opportunity for ARF participants an opportunity to study and learn from experts and exchange views on how UNCLOS can help promote regional maritime security efforts within the context of the ARF. Discussions in the meeting also generated an agreement to hold a follow-up meeting focused on UNCLOS. The Philippines proposed to host an ARF Meeting on Regional Efforts to Promote Maritime Security in the context of UNCLOS in 2013.

The primary objective of the Seminar is to carry on the discussions of the ARF Seminar on UNCLOS. The meeting will discuss possible matters with relation to regional maritime issues (e.g. South China Sea) and how UNCLOS can be best utilized to promote maritime security in addressing such issues.

The Meeting will serve as a Track-1.5 event as it will gather government experts on maritime issues from ARF participants as well as maritime experts from non-government organizations to serve as resource persons. Hence, the Meeting is a multi-stakeholder activity aimed at gathering views on how to utilize UNCLOS to promote maritime security efforts within the context of the ARF. As host, the Philippines has the opportunity to invite not only local experts but also observers from different government agencies that are involved in national maritime security matters as well as representatives of think-tanks and academic institutions. The meeting also goes in line with transparent, accountable and participatory governance as it seeks to generate open and inclusive discussions that would redound to the enhancement of maritime security in the Asia-Pacific region and benefit the Philippines.

In view of the various maritime issues facing the Philippines, the Meeting is a good opportunity for highlighting the country's commitment to enhancing maritime security in the Asia-Pacific region within the context of the ARF and for gathering insights on UNCLOS and other relevant topics vis-à-vis maritime security in the region. This hosting will also serve as an opportunity for networking and informal discussions on maritime security matters within the context of the ARF, which would help national efforts in enhancing the capacity of relevant personnel and identifying possible changes in existing policies on national maritime security.

The Meeting should be able to produce concrete recommendations on how to use UNCLOS to enhance maritime security in the Asia-Pacific region. These recommendations will help ARF participants, including the Philippines, in terms of applying UNCLOS and other international maritime legal conventions and maritime legal norms in helping address existing territorial and maritime disputes. More importantly, the seminar will have highlighted key maritime issues in the Asia-Pacific region that are relevant to UNCLOS and help the Philippines address its own maritime issues.



OFFICE ORDER NO. _____

Effective Immediately, the following officers and staff of the Department of Foreign Affairs (DFA) shall compose the Secretariat for the 2nd ARF Seminar on UNCLOS, to be held in Manila, Philippines on 28-29 May 2014 (exclusive of pre and post-meeting secretariat work).

PHILIPPINE SECRETARIAT

Coordinator

Mr. DANIEL R. ESPIRITU, CARMIN, Director, ASEAN

Rapporteurs

Mr. JAHZEEL ABIHAIL G. CRUZ, FSOIV, ASEAN

Ms. MAJELLA CRISTY PUA-DIEZMOS, FSO IV, ASEAN

Ms. RHEA LORRAINE B. LORENZO, Contractual, ASEAN

Committee on Registration and Documentation

Ms. TERESA P. PARAN, FSSE I, ASEAN

Ms. MELANIE D. BUTIC, FSSO IV, ASEAN

Ms. MARIA FRANCESCA ISABEL C. SALAZAR, Contractual, ASEAN

Ms. STARLET E. TAGUDANDO-DE ASIS, Contractual, ASEAN

Committee on Conference Services and Socials

Ms. MA. THERESA JESUSA F. ALBANO, FSSO II, ASEAN

Mr. GENARO JOSE MA. SIMPAO, FSSE I, ASEAN

Committee on Hotel and Physical Arrangements

Mr. REYNALDO D. CALAGUIAN, FSSE I, ASEAN

Mr. JOSE RAMON E. FERRER, Contractual, ASEAN

Committee on Engineering and Technical Services

Mr. FLORO T. BELAGIO, Contractual, OPAS-PMTD

Mr. MARK ANTHONY Z. GEGUERA, Contractual, MIS

SDO/Finance

Ms. MELITA J. VILLANUEVA (SDO), FSSO III, ASEAN

The above-mentioned officers and staff may be assigned other responsibilities when the need arises.

They shall be excused from their regular duties at their respective offices during the preparations and actual meeting and shall be entitled to actual overtime payment, including Saturdays and Sundays, and other allowances as may be allowed under existing rules and regulations, chargeable against their respective offices (for Regular Employees) or against the Passport Revolving Fund (for Contractual Employees).

LINGLINGAY F. LACANLALE
Undersecretary for Administration

Pasay City,

13. May



MEMORANDUM FOR THE UNDERSECRETARY FOR ADMINISTRATION

THROUGH : THE UNDERSECRETARY FOR POLICY
THE ASSISTANT SECRETARY, OPAS
THE ASSISTANT SECRETARY, OFM

FROM

:


LUIS T. CRUZ
Assistant Secretary

SUBJECT

:

**Office Order for Philippine Hosting of the 2nd ARF
Seminar on UNCLOS, Manila, 28-29 May 2014**

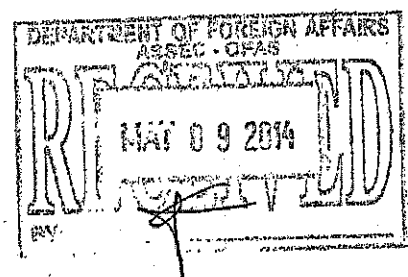
DATE

:

6 May 2014

Attached is draft Office Order for DFA staff to be involved in the Philippine hosting of the 2nd ARF Seminar on UNCLOS, to be held in Manila, Philippines on 28-29 May 2014 (exclusive of pre and post-meeting secretariat work).

For the Undersecretary's consideration.



**APPROVING, BY REFERENDUM, THE IMPLEMENTING GUIDELINES
FOR LEASE OF PRIVATELY-OWNED REAL ESTATE AND VENUE**

WHEREAS, the Government Procurement Policy Board (GPPB), under Section 63 of Republic Act 9184 (R.A. 9184), is mandated to formulate and amend public procurement policies, rules and regulations, and amend, whenever necessary, the implementing rules and regulations of R.A. 9184;

WHEREAS, pursuant to said mandate, the GPBB through Resolution No. 019-2007 dated 27 July 2007, issued the Implementing Guidelines for Lease of Privately-Owned Real Estate (hereinafter, the "Guidelines") as prescribed under Section 53 (i) of the Implementing Rules and Regulations Part –A of R.A. 9184;

WHEREAS, the revised set of Implementing Rules and Regulations (IRR) of R.A. 9184 was approved last 22 July 2009 and took effect last 2 September 2009 or thirty (30) days after its publication in the *Official Gazette*;

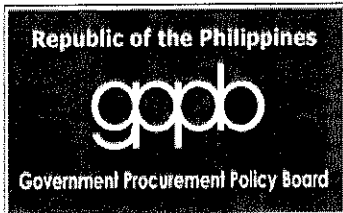
WHEREAS, one of the amendments under the IRR is the inclusion of lease of venue as an additional instance for Negotiated Procurement under Section 53.10 of the IRR, subject to guidelines to be issued by the GPPB;

WHEREAS, during its 9th Regular Meeting held last 30 September 2009, the GPPB deliberated and approved, in principle, the procedural guidelines for lease of venue under Section 53.10 of the IRR and to incorporate these in the Guidelines;

WHEREAS, the Inter-Agency Technical Working Sub-Group, to whom the preparation and finalization of amendments to the Guidelines were delegated, has approved the Guidelines, and agreed to favorably recommend these for the final approval of the GPPB;

NOW, THEREFORE, WE the Members of the **GOVERNMENT PROCUREMENT POLICY BOARD**, by virtue of the powers vested on **Us** by law, hereby **RESOLVE** to confirm, adopt and approve, as **WE** hereby confirm, adopt and approve, the **REVISED IMPLEMENTING GUIDELINES FOR LEASE OF PRIVATELY-OWNED REAL ESTATE AND VENUE**, attached as Annex "A" to, and made an integral part of, this resolution.

This resolution shall take effect immediately.



RESOLUTION NO. 08-2009

APPROVED this 3rd day of November 2009 at Pasig City, Philippines.

(Sgd.)

ROLANDO G. ANDAYA, JR.
Secretary
Department of Budget and Management

(Sgd.)

AUGUSTO B. SANTOS
Acting Director General
National Economic and Development
Authority

(Sgd.)

DEPARTMENT OF EDUCATION

(Sgd.)

DEPARTMENT OF ENERGY

(Sgd.)

DEPARTMENT OF FINANCE

(Sgd.)

DEPARTMENT OF HEALTH

(Sgd.)

**DEPARTMENT OF INTERIOR AND
LOCAL GOVERNMENT**

(Sgd.)

**DEPARTMENT OF NATIONAL
DEFENSE**

(Sgd.)

**DEPARTMENT OF PUBLIC WORKS
AND HIGHWAYS**

(Sgd.)

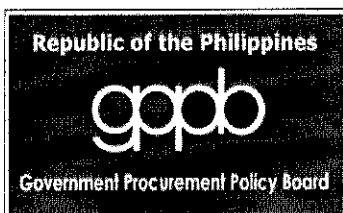
**DEPARTMENT OF SCIENCE AND
TECHNOLOGY**

(Sgd.)

**DEPARTMENT OF TRADE AND
INDUSTRY**

(Sgd.)

**DEPARTMENT OF TRANSPORTATION
AND COMMUNICATIONS**



RESOLUTION NO. 08-2009

(Sgd.)

PRIVATE SECTOR REPRESENTATIVE

Attested by:

(Sgd.)

RUBY U. ALVAREZ
Board Secretary, GPPB
Executive Director, GPPB-TSO

Annex A

IMPLEMENTING GUIDELINES FOR LEASE OF PRIVATELY-OWNED REAL ESTATE AND VENUE

1. PURPOSE

The Guidelines on Lease of Privately-Owned Real Estate and Venue (the "Guidelines") shall set forth the rules and procedures in entering into contracts for lease of privately-owned real estate and venue by government agencies for official use pursuant to Section 53.10 of the Implementing Rules and Regulations of Republic Act 9184.

2. SCOPE AND APPLICATION

The Guidelines shall apply to national government, its branches, constitutional offices, departments, bureaus, offices and agencies, including state universities and colleges, government-owned and/or -controlled corporations, government financial institutions, and local government units.

It shall not apply to lease of government properties for private use.

3. DEFINITION OF TERMS

- 3.1. **Cost-benefit Analysis.** Refers to a tool used to aid decision-making by evaluating the benefits to be attained from an action against the costs for its implementation. For purposes of these Guidelines, the cost-benefit analysis should consider, among others, the costs for the transfer to, furnishing, and/or maintenance of the real estate, and include a market analysis of prevailing lease rates within the vicinity of the selected location.
- 3.2. **Lessee.** Refers to any government agency temporarily occupying a real estate on the basis of a contract executed with the private individual, partnership, cooperative, association, or corporation having absolute ownership over such real estate.
- 3.3. **Lessor.** Refers to any private individual, partnership, cooperative, association, or corporation having absolute ownership over the real estate or venue to be leased.
- 3.4. **Real Estate.** Refers to land and buildings, including office spaces or units.

- 3.5. **Rental Rate.** Refers to the amount paid by the Lessee for the use and/or occupancy of the privately-owned real estate to the Lessor, where payment is usually made on a monthly basis.
- 3.6. **Venue.** Refers to training centers, convention halls, hotels, and similar establishments catering to trainings, seminars, conferences, conventions, symposia and similar gatherings requiring the official participation of government officials and employees. This may include meals and accommodation depending on the requirements of the procuring entity.

4. GUIDING PRINCIPLES

- 4.1. It is more preferred that government agencies lease publicly-owned real estate and venue from other government agencies.
- 4.2. The location of the real estate or venue to be leased should have been meticulously selected by the procuring entity after taking into consideration, among others, the need for prudence and economy in government service and the suitability of the area in relation to the mandate of the office, and its accessibility to its clients. In the lease of venue, other factors such as the nature of the event or the level of security in the proposed location may also be taken into account.
- 4.3. As a general rule, rental rates are considered reasonable when they represent or approximate the value of what the Lessee gets in terms of accommodation, facility, amenities, and convenience from the leased real estate or venue, and the Lessor gets an equitable return of capital or investment.
- 4.4. Rental rates should also be within the prevailing market rates for lease of real estate or venue with the same or similar condition or classification and located within the vicinity.
- 4.5. The procuring entity shall ensure that the objectives and purpose of the lease contract do not constitute an unnecessary, excessive, extravagant, or unconscionable expenditure.

5. PROCEDURAL REQUIREMENTS

- 5.1. The end user unit shall conduct a Cost-Benefit Analysis to assess the feasibility of leasing a privately-owned real estate or venue as against purchasing or leasing from a government-owned real estate or venue.
- 5.2. The recommendation of the end user unit to lease a privately-owned real estate or venue shall also indicate the proposed location/s, the justifications therefor, and the result of the market analysis of the

prevailing rates of lease contracts within the vicinity of the selected location/s.

- 5.3. The Approved Budget for the Contract (ABC) shall be set using the mid point of the range obtained from the results of the market analysis on the prevailing lease rates for real estates or venue within the vicinity of the selected location complying with the criteria and technical specifications of the end user unit. In no case shall the rental rates, including additional expenses, such as association dues in the case of lease of real estate, exceed the ABC.
- 5.4. The Annual Procurement Plan of the procuring entity shall reflect the proposed lease of real estate or venue specifying the approved mode of procurement, the ABC, and the general description of the lease.
- 5.5. Selection of the Lessor following the procedures prescribed in Items 6 and 7 of these Guidelines may be delegated to the appropriate bureau, committee, or support unit duly authorized by the Bids and Awards Committee.
- 5.6. Eligibility documents need not be submitted by prospective Lessors. The procuring entity must nevertheless validate whether the Lessor to be awarded the contract is technically, legally and financially capable through other means.
- 5.7. All lease contracts with ABCs costing more than Fifty Thousand Pesos (Php 50,000.00) shall be posted in the Philippine Government Electronic Procurement System.

6. SPECIFIC GUIDELINES: LEASE OF REAL ESTATE

- 6.1. The draft contract and the technical specifications for the lease shall be prepared taking into consideration the rating factors under Appendix A of these Guidelines.
- 6.2. Thereafter, at least three (3) prospective Lessors shall be invited to submit sealed price quotations.
- 6.3. On a specified date, submitted price quotations shall be opened to determine the Lowest Calculated Bid (LCB). The real estate being offered by the Lessor with the LCB shall be rated in accordance with the technical specifications prepared pursuant to Appendix A, and the reasonableness of its price quotation shall be determined in accordance with the methodology prescribed in Appendix B of these Guidelines
- 6.4. If the LCB is determined to be responsive and reasonable, said bid shall be declared as the Lowest Calculated Responsive Bid (LCRB). If not, then the second LCB shall be evaluated and its reasonableness

determined pursuant to Item 6.3 of these Guidelines. This procedure shall be repeated for the next LCB until the LCRB is determined.

- 6.5. Lease contract shall be awarded to the LCRB. If no LCRB has been determined, then another round of prospective Lessors shall be invited to submit sealed price quotations in accord with Item 6.2 of these Guidelines until an LCRB has been determined and awarded the contract.

7. SPECIFIC GUIDELINES: LEASE OF VENUE

- 7.1. Technical specifications shall be prepared taking into consideration the rating factors under Appendix C of these Guidelines.
- 7.2. Once technical specifications have been finalized, at least three (3) price quotations shall be obtained within the vicinity of the selected location.
- 7.3. The venue being offered by the Lessor with the LCB shall then be rated in accordance with the technical specifications prepared pursuant to Appendix C. Compliance rating with technical specifications may be conducted through ocular inspection, interviews, or other forms of due diligence.
- 7.4. If the LCB is determined to be responsive, said bid shall be declared as the LCRB. If not, then the second LCB shall be evaluated and its responsiveness determined pursuant to Item 7.3 of these Guidelines. This procedure shall be repeated for the next LCB until the LCRB is determined.

8. TERMS AND CONDITIONS OF LEASE CONTRACTS

- 8.1. The procuring entity shall ensure that the lease contract provides the most advantageous terms and conditions to the Government.
- 8.2. Lease contracts may be entered into on a multi-year basis, subject to the application of any set of guidelines that governs multi-year contracts.

9. EFFECTIVITY

These Guidelines shall take effect fifteen (15) days after publication in the Official Gazette or in a newspaper of general nationwide circulation.

Appendix A

TABLE OF RATING FACTORS FOR
LEASE OF REAL ESTATE

	RATING FACTORS	WEIGHT (%)	RATING
I.	Location and Site Condition		
	1. Accessibility	(25)	
	2. Topography and Drainage	(20)	
	3. Sidewalk and waiting shed	(15)	
	4. Parking space	(15)	
	5. Economic potential	(10)	
	6. Land classification, utilization, and assessment	(10)	
	7. Other added amenities	(5)	
		100	
II.	Neighborhood Data		
	1. Prevailing rental rate	(20)	
	2. Sanitation and health condition	(20)	
	3. Adverse influence	(15)	
	4. Property utilization	(15)	
	5. Police and fire station	(15)	
	6. Cafeterias	(10)	
	7. Banking/postal/telecom	(5)	
		100	
III.	Real Estate		
	1. Structural condition	(30)	
	2. Functionality		
	a. Module	(6)	
	b. Room arrangement	(6)	
	c. Circulation	(6)	
	d. Light and ventilation	(6)	
	e. Space requirements	(6)	
	3. Facilities		
	a. Water supply and toilet	(6)	
	b. Lighting system	(6)	
	c. Elevators	(6)	
	d. Fire escapes	(6)	
	e. Fire fighting equipment	(6)	
	4. Other requirements		
	a. Maintenance	(5)	
	b. Attractiveness	(5)	
		100	

	RATING FACTORS	WEIGHT (%)	RATING
IV.	Free Services and Facilities		
	1. Janitorial and security	(20)	
	2. Air conditioning	(20)	
	3. Repair and maintenance	(20)	
	4. Water and light consumption	(20)	
	5. Secured parking space	(20)	
		100	
I.	Location and Site Condition	× (.20) =	
II.	Neighborhood Data	× (.20) =	
III.	Real estate	× (.50) =	
IV.	Free Services and Facilities	× (.10) =	
FACTOR VALUE			

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.

Appendix B

DETERMINATION OF REASONABLENESS OF RENTAL RATES

1. The reasonableness of rental rates may be determined using any of the following methods.

1.1. Computation based on Observed Depreciation

This method uses the following formula and a depreciation rate determined after meticulous ocular inspection of the actual condition of the real estate:

Reproduction Cost	=	Estimated Unit Construction Cost × (1 – Depreciation Rate)
Formula Rate	=	Reproduction Cost × Monthly Capitalization Rate
Rental Rate	=	Formula Rate × Factor Value
Monthly Rental	=	Rentable Area × Rental Rate

- 1.1.1. The following weights may be used in arriving at the observed depreciation rate:

Status	Depreciation (%)
Good	20
Fair	40
Poor	60
Very poor	80

- 1.1.2. Reproduction Cost refers to the estimated total cost of replacing the real estate with the same utility.
- 1.1.3. Capitalization Rate refers to the interest rate on the cost or value of the property.
- 1.1.4. Rentable Area refers to the total area of the real estate in square meters being occupied or to be occupied by the Lessee less the common area like lobby, stairway, elevator hall, common comfort room, machine room for air conditioner, and other areas of common use by the public or upper floor occupants.
- 1.1.5. Factor Value refers to the rating factor where locations and site conditions, neighborhood data and real estate structural condition, functionality, facilities and other requirements, including free services and facilities offered by the Lessor are considered. The rating factors and its corresponding weights are provided in Appendix A of these Guidelines.

1.2. Computation based on Straight Line Depreciation

This method uses the following formula:

Age of Real Estate	=	Current Year – Year of Construction
Depreciation Rate	=	Please See Table of Structural Depreciation
Reproduction Cost	=	Estimated Unit Construction Cost × (1 – Depreciation Rate)
Formula Rate	=	Reproduction Cost × Monthly Capitalization Rate
Rental Rate	=	Formula Rate × Factor Value
Monthly Rental	=	Rentable Area × Rental Rate

1.2.1. Depreciation rate shall be determined using the following Table of Structural Depreciation provided by the DPWH:

AGE	ESTIMATED LIFE OF REAL ESTATE			
	WOODEN FRAME (40 years)	SEMI-CONCRETE (60 years)	REINFORCED CONCRETE (75 years)	STRUCTURAL REINFORCED (100 years)
	Percentage (%) of estimated life			
1	3	2.5	2	1.5
2	6	4.5	3.8	2.8
3	8.9	6.9	5.6	4.2
4	11.7	9	7.4	5.5
5	14.5	11.1	9.1	6.7
6	17.2	13.1	10.7	8.1
7	19.8	15.1	12.3	9.3
8	22.4	17	13.9	10.5
9	25	18	15.5	11.8
10	27.5	20.7	17.9	13
11	29.9	22.5	18.5	14.2
12	32.2	24.5	20	15.3
13	34.5	26.6	21.4	16.4
14	36.8	27.7	22.8	17.5
15	39	29.3	24.3	18.6
20	49.1	37	30.8	24.8
25	57.7	43.8	36.8	29
30	65	50	42.4	33.6
35	70	55.6	47.5	38
40	75	60.6	52.2	42.1
45		65	56.5	46
50		68.9	60.5	49.6
55		72.3	64.1	53.1
60		75	67.3	56.3
65			70.3	59.3
70			73	62
75			75	64.5
80				67
85				69.3
90				71.4
95				73.3
100				75

- 1.2.2. Estimated Unit Construction Cost refers to the estimated prevailing cost of construction per square meter of the real estate being appraised. The respective Estimated Unit Construction Cost of types of real estate for each region may be obtained from the Bureau of Maintenance of the DPWH.
- 1.2.3. Reproduction Cost, Capitalization Rate, Rentable Area and Factor Value shall have the same meaning as those referred Items 1.1.2 to 1.1.5.

1.3. Comparative Market Price Analysis

This method is based on the conduct of comparative market analysis on the prevailing lease rates for real estates within the vicinity of the selected location complying with the criteria and technical specifications of the procuring entity. In the lease of vacant lot or other land spaces, the procuring entity shall likewise consider the zonal valuation issued by the city or municipality having jurisdiction over the property.

2. If the price quotation of the prospective Lessor does not exceed the computed monthly rental or is within the prevailing market rates, the rental rate offered may be regarded as reasonable, and its quotation may then be considered for award.
3. Sample Computations for Observed Depreciation and Straight Line Depreciation:

A 5-storey office building made of reinforced concrete structure with mechanical equipment, i.e., elevator, air conditioning system, etc.

Date of Construction	1987
Estimated Unit Construction Cost	P25,000/sq.m
Depreciation	20% (Good condition)
Capitalization Rate	20% (Variable based on bank rate)
Factor Value	90% (Based on rating)

COMPUTATION BASED ON OBSERVED DEPRECIATION

$$\begin{aligned}
 \text{Reproduction Cost} &= \text{Estimated Unit Construction Cost} \times (1 - \text{Depreciation Rate}) \\
 &= \text{P25,000/sq.m.} (1 - 0.20) \\
 &= \text{P20,000/sq.m.}
 \end{aligned}$$

$$\begin{aligned}
 \text{Formula Rate} &= \text{Reproduction Cost} \times \text{Monthly Capitalization Rate} \\
 &= 20,000 (0.20/12) = 20,000 (0.0167) \\
 &= \text{P334/sq.m./mo.}
 \end{aligned}$$

Rental Rate = Formula Rate \times Factor Value
P334 (0.90)
300.60/sq.m./mo. *say* 300/sq.m.

Rentable Area = 200.00 sq.m.

Monthly Rental = Rentable Area \times Rental Rate
= 200/sq.m. \times P300/sq.m./mo.
= P60,000.00/mo.

COMPUTATION BASED ON STRAIGHT LINE DEPRECIATION

Age of Real estate = Current Year – Year of Construction
= 2007 – 1987
= 20 years

Depreciation Rate = *See Appendix B for the Table of Structural Depreciation*

Reproduction Cost = Estimated Unit Construction Cost \times (1 – Depreciation Rate)
= P25,000/sq.m. (1 – 0.248)
= P18,800/sq.m.

Formula Rate = Reproduction Cost \times Monthly Capitalization Rate
= P18,800 (0.20/12) = 18,800 (0.0167)
= P313.96/sq.m./mo.

Rental Rate = Formula Rate \times Factor Value
= P313.96 (0.90)
= P282.56/sq.m./mo. *say* P285.00/sq.m.

Rentable Area = 200.00 sq.m.

Monthly Rental = Rentable Area \times Rental Rate
= 200 sq.m. \times P285.00/sq.m.
= P57,000.00/mo.

Appendix C

TABLE OF RATING FACTORS FOR
LEASE OF VENUE

	RATING FACTORS	WEIGHT (%)	RATING
I.	Availability	100	
II	Location and Site Condition		
	1. Accessibility	(50)	50
	2. Parking space	(50)	49
		100	49
III.	Neighborhood Data		
	1. Sanitation and health condition	(25)	25
	2. Police and fire station	(25)	25
	3. Restaurant	(25)	24
	4. Banking and Postal	(25)	24
		100	99
IV.	Venue		
	a. Structural condition	(20)	20
	b. Functionality		
	a. Conference Rooms	(10)	10
	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)	5
	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
		100	100

	RATING FACTORS	WEIGHT (%)	RATING
I.	Availability	X (.5) =	49
II.	Location and Site Condition	X (.1) =	9.8
III.	Neighborhood Data	X (.05) =	4.9
IV.	Venue	X (.35) =	34.65
FACTOR VALUE			98.35

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.