

## Kagawaran ng Ugnayang Panlabas

### Department of Foreign Affairs

### NOTICE OF AWARD

17 February 2014

Sir:

Please be informed that, upon the recommendation of the Bids and Awards Committee (BAC) of the Department as contained in its Resolution 20-14, the Department of Foreign Affairs is awarding the procurement for the luncheon to be hosted by the Secretary of Foreign Affairs in honor of H.E. Julie Bishop, Australian Foreign Minister and Hon. Andrew Robb, Minister of Trade, Australia on 20 February 2014 to your firm, **DIAMOND HOTEL**, in the amount of Thirty Two Thousand Five Hundred Pesos (Php 32,500.00) only, including taxes and other lawful charges, subject to the signing of the Contract.

Very truly yours,

Undersecretary for Administration and Head of the Procuring Entity

MR, L.A. SAYSON-POPA

Director for Events
DIAMOND HOTEL
Roxas Boulevard, corner Dr. J. Quintos St.,
Manila

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### Kagawaran ng Ugnayang Panlabas

### Department of Foreign Affairs

### BIDS AND AWARDS COMMITTEE

### BAC Resolution No. 20-14

RESOLUTION RECOMMENDING, BY REFERENDUM, NEGOTIATED PROCUREMENT (SMALL VALUE PROCUREMENT AND LEASE OF VENUE) AS ALTERNATIVE METHOD OF PROCUREMENT FOR LEASE OF SPACE FOR THE HOTEL ACCOMMODATION, HOSTING OF LUNCHEON, TRANSPORTATION SERVICES AND OTHER RELATED EXPENSES DURING THE PH – AUSTRALIA MINISTERIAL MEETING ON 20-21 FEBRUARY 2014

WHEREAS, in a Memorandum dated of February 2014, the Office of Asian and Pacific Affairs (ASPAC) intends to procure the lease of space for the hotel accommodation, hosting of luncheon and transportation services during the PH-Australia Ministerial Meeting 20-21 February 2014;

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

WHEREAS, the Secretary of Foreign Affairs approved the proposed budget for the said event, chargeable against the Foreign Dignitaries Fund;

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

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

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

NOW THEREFORE, we, the members of the Bids and Awards Committee of the Department, RESOLVE to RECOMMEND to the Head of Procuring Entity (HOPE) the resort to Negotiated Procurement (Small Value Procurement and Lease of Venue) as an alternative method of procurement for the lease of space for the hotel accommodation, hosting of luncheon, transportation services and other expenses during the PH-Australia Ministerial Meeting on 20-21 February 2014, but not to exceed Php 500,000.00 subject to the above-mentioned requirements and provided that existing auditing rules and regulations shall be strictly observed by the end-user.

ADOPTED this 7th day of February 2014, Pasay City.





EVELYN D. AUSTRIA-GARCIA

Alternate BAC Chairperson

JOSE VICTOR CHAN-GONZAGA
BAS Vice-Chalrman

ÉĎWARD C. YÚĽO

**BAC** Member

GERARDØ P. ABIOG

BAQ Member

BERTRAND THEODOR L. SANTOS
BAC Member

BAC Provisional Member

Representative of the End-user

Approved:

By the Authority of the Secretary of Foreign Affairs:

RAFAEL E. SEGUIS

Undersecretary for Administration and Head of the Procuring Entity

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RAFAEL E. SEGUIS

Undersecretary for Administration and Head of the Procuring Entity

### MR. L.A. SAYSON-POPA

Director for Events
DIAMOND HOTEL
Roxas Boulevard, corner Dr. J. Quintos St.,
Manila

Sr. Sp. Asst. N. Servigon

BAC Alt. Chairman E.D. Austria-Garcia

BAC Vice-Chairman J.V.Chan-Gonzaga

BAC Members: E.C. Yulo

G.P. Abiog

B.T.L. Santos

End-user Representative:
Chief. Coord. M.T.B. Dizon-De Vega

BAC Secretariat:
Head - A.O. Vallespin

A. De Asis-Del Mundo

S.P. Toledo

G.C. Fernandez

# Luncheon co-hosted by Secretary of Foreign Affairs Albert F. del Rosario and Secretary of Trade and Industry Gregory L.Domingo in honor of

H.E. Julie Bishop MP, Minister of Foreign Affairs and Honorable Andrew Robb, Minister of Trade Australia Monday, 20 February 2014,1250H

### **Matrix of Quotations**

SERVICE	PARTICULARS	DATE	SERVICE PROVIDER	AMOUNT IN PESO
Luncheon co hosted by Secretary Albert F. del Rosario and Secretary Gregory L. Domingo (SPLIT BILL)	Twelve (12) guests  Php 2500.00  Net per person (Menu 1)  Php2600.00 net	20 February 2014 (Monday)	Diamond Hotel	Php30,000.00 NETT
	per person (Menu 2 and 3)			Php 31,200.00 NETT
Luncheon co hosted by Secretary Albert F. del Rosario and	Twelve (12) guests	20 February 2014 (Monday)	Mandarin Hotel	
Secretary Gregory L. Domingo (SPLIT BILL)	Php 5,158.00 Net per person (Menu 1)			Php 61,896.00 NETT
	Php 3,234.00 Net per person (Menu 2)			Php 38,808.00 NETT
Luncheon co hosted by Secretary Albert F. del Rosario and	Twelve (12) guests	20 February 2014 (Monday)	The Peninsula Manila	
Secretary Gregory L. Domingo (SPLIT BILL)	Php 2,793.70 Net per person (Menu 1)			Php 33,524.40 NETT
	Php 2,824.40 Net per person (Menu 2)	US AND A	of foreign affair vards committee	Php 33,892.80 NETT

APR Z 2 2014

SUBMISSION OF BIDS

HELLAN TIME: 10:00 am

### Luncheon co-hosted by Hon. Albert F. del Rosario, Secretary of Foreign Affairs and

Hon. Gregory L. Domingo, Secretary of Trade and Industry

in honor of

Her Excellency Julie Bishop MP, Minister of Foreign Affairs and Honorable Andrew Robb, Minister of Trade Australia

27th floor, Capricorn Room, Diamond Hotel Monday, 20 February 2014, 1250H

Capricorn Room, 27th floor, Diamond Hotel

MENU 1	MENU 2	MENU 3
Php 2,500,00 net per person	Php 2,600.00 net per person/	Php 2,600.00 net per person
APPETIZER  Enokidake, horenzo, ika kara  kusa, top with tobiko  Mix golden mushroom, spinach, cuttlefish in a light soy sauce  Top with flying roe	Ginger Glazed Batangas Prawn Cocktail on Grilled Pineapple, Cocktail Sauce Served with Local Home-Grown Mesclun	Macadamia Crusted Goat's Cheese Roulade Pickled Beetroot Salad Served with Mesclun, Preserved Dalandan and Dalandan Olive Oil
***	Calamansi-Palawan Honey Vinaigrette	****
Wagyu Striploin misono Grilled Dish Wagyu Striploin cook tepanyaki style w/ mushroom and vegetable jelly  Ebi Tempura Served with Tempura Sauce, Radish Rice Dish (Japanese Steamed Rice)	Free-Range Chicken Consome with Corn Dumplings Chives Infused Oil, toasted walnuts, parmesan breadstick	Duck Consomme Roquefort Dumpling Crème Fraiche, Fresh Chives, Twist Bread (Crème Fraiche-Heavy Double Cream/Roquefort-Blue Cheese)  *** Mojito Sorbet
***	***	Pan-Seared Red Snapper Fillet
Sushi and soup  Dragon maki roll, california maki roll, egg sushi, shrimp sushi, Salmon sushi, tuna sushi Served with miso soup	Onion Crusted Fillet Seabass "Talangka" Buerre Blanc Cherry Tomato Confit, Steamed Asparagus Garlic Potato Mash ***	Ginger-Leeks Buerre Blanc Crispy Root vegetable Fritters Mashed Potato (Buerre Blanc-french cutrus butter sauce infused with ginger and leeks)
DESSERT	Vanilla Bourbon "Mille Feuille"	<b>(***</b>
Ogura ice cream  Vanilla ice cream top with sweet  black beans	Mignardises Coffee or Tea	Exotic Paviova (Meringue dessert served with fresh fruits, mascarpone cheese
Assorted Breads and Butter Freshly Brewed Coffee or Hot Tea		Mignardises Coffee or Tea

### Luncheon co-hosted by Hon. Albert F. del Rosario, Secretary of Foreign Affairs

Hon. Gregory L. Domingo, Secretary of Trade and Industry

in honor of

Her Excellency Julie Bishop MP, Minister of Foreign Affairs and Honorable Andrew Robb, Minister of Trade Australia

Venue: TBD

Monday, 20 February 2014, 1250H

Mandarin Hotel

	,
MENU	1

RATE: P5,158.00 nett

### MENU 2

RATE: P3,234.00 nett

Tivoli salad with scallop, prawn, foie gras, pomelo and raspberry dressing

Lobster bisque with cepes

Candied dalandan sherbet

Roast US duck breast, duck leg samosa, braised turnips and bitter chocolate sauce

Mango, coconut delight

Coffee and Tea Pralines

Beef carpaccio, mustard crème, parmesan and black pepper twist

Mushroom soup, pesto and crème

Candied orange sorbet

Sea bass, parsley-mascarpone ravioli and tarragon nage

Basil marinated strawberries with peppered coconut sorbet

Coffee or tea

# Luncheon co-hosted by Hon. Albert F. del Rosario, Secretary of Foreign Affairs and

Hon. Gregory L. Domingo, Secretary of Trade and Industry

in honor of

Her Excellency Julie Bishop MP, Minister of Foreign Affairs and Honorable Andrew Robb, Minister of Trade Australia

Venue: TBD

Monday, 20 February 2014, 1250H

## MAGSAYSAY ROOM, OLD MANILA RESTAURANT, THE PENINSULA MANILA

MENU 1 Php 2;275:00:###	MENU 2 Php 2,300 +++ per person
Php 2,793.70 net per person	(Php 2,824.40 nett per person)
Sushi Plate	Ebi Kaki Age
California roll with mango and fresh crab, Selection of salmon, tuna and snapper nigiri.	Japanese shrimp and vegetables fritter, tempura dipping sauce
served with soy sauce,	Cream of Forest Mushroom Soup
wasabi and pickled pink ginger ***	Crispy Shallots and
Old Manila's lobster bisque	Lime Leaf Chifonade
Mosaic of tomato and lobster medallion	Pan-seared Red Snapper Fillet
Black Cod Fillet  Steamed Cod Fillet with Shitake Mushroom and Shallot dressing served with  steamed Jasmine rice and bokchoy  Fresh Fruit Platter A selection of tropical fruits,  served with coconut ice cream	Saffron Risotto, Sundried Tomatoes and Asparagus in Herb Beurre Blanc  ***  Warm Crepe Suzette  Fresh fruits, Grand Marnier Ice Cream  ***  Mignardises  Coffee or Tea
Mignardises	
Coffee or Tea	



### **Statement of Account**



Date lame

24-Feb-14

DEPARTMENT OF FOREIGN AFFAIRS

OFFICE OF PROTOGOL

2330 FOXAS BLVD PASAY CITY

MR RAYMUND & TOLEDO DIRECTOR OF SUCIALS

Statement No.

0214-122

Account Code Telephone No.

834-4000

21 April 2014

DOC

PARTICULAR

DEBIT

CREDIT

Fax No.

BALANCE

DEA - PH AUSTRALIA

EQ 125800 MEAL PACKAGE

32,500.00

32,500.00



**MOUNT DUE ( IN PHILIPPINE PESOS )** 

32 500 00

32,500.00

ALERECEIPT SHOULD BE OBTAINED FOR ALL PAYMENTS

OULD BE CROSSED AND MADE PAYABLE TO PHILIPPINE DIAMOND HOTEL & RESORT, INC. IN-000-865-409-000

SQUIRIES, PLEASE CALL 528-3000

TERMS AND CONDITIONS

are due and payable within fifteen (15) days from the date of this Invoice / Statement.

unts shall be charged interest at the current bank lending rate.

ration the parties herein submit themselves to the jurisdiction of the Courts of the City of Manila, Philippines and in such will pay 25% of the amount claimed by Philippine Diamond Hotel & Resort, Inc. for attorney's fees and other legal expenses.

CERTIFIED CORRECT:

PLEASE RETURN THIS PORTION WITH YOUR REMITTANCE.



### **Guest Folio**

Mr Department of Foreign Affairs

INTERIM INVOICE

Philippines

Invoice No.

13632412

Agent

Group

DATE

Company

Room No.

8004 / Conf. No. 1299642

Rate Code

NR

Arrival

20/02/14

Departure

22/02/14

Cashier No.

CANIMFA

Printed By Page No.

CANIMFA

1 of 1

Send Direct Bill To Diamond Hotel Philippines

REF.#

02-21-1407:36

CREDITS DEBITS DESCRIPTION

Room# 8004 : CHECK# 12

Banquet Lunch Food Revenue

32,550.00

02-20-14

02-21-14

City Ledger

Department of Foreign Affai

32,550.00

32,550.00 Total

32,550.00

Balance

0.00 PHP

Company	I agree that my liability for this bill is not waived and that I am to be held personally liable in the event that the indicated person, company, or association fails to pay for any portion or the full amount of this bill; further, to have you bill my presented credit card in the event I fail to sign the credit sales slip on check-out. I understand that safety deposit boxes and guest room safes are available free of charge, however, the Hotel shall not be liable for any valuables lost.
,	

Ofsmund Potel Roxas Pivi. com J. Quintos St. Ermita, Manila, Philippines VAT REF: 600-855-409-000

Dangast-Corp

Table : 1 . CMK#:125899-34 Date : 20 Feb.14 Time : 15:44 Staff : Sanquet-Ca Cover : 18

Prints 2

Canquet Food 26356.28

> Sch-Tutal 26334.20 10% S. C. 7355.43 L Tax Fd 395,34 WAT

3162.75

Total: 32558 **60** 

Cashier: Sanquet-Ca

Payment Amount Tips Total

### NON CHAPGE

Room No.: 8004

Guest Name : Department of Foreig 32550.00 0.00 32550.00

THIS SERVES AS OFFICIAL RECEIPT IF PAID THRU CASH OR CREDIT CARD

Server SN: SGH037X9C5 BIR Permit: 1010-115-31812-000 Accred. No:050-225949350-000074

15:45

DIAMOND HOTEL
PHILIPPINES

Roxas Boulevard corner Dr. J. Quintos Street, Manila 1000 Philippines

Tels: (632) 528-3000 / 305-3000 \* Fax: (632) 526-2255 \* TIN 000-865-409 VAT

DWNED & OPERATED BY: PHIL. DIAMOND HOTEL and RESORT, INC.

Date Table No. Waiter	No. Of Pax
2-20 - 14 Trems	Amount
	\$32,550.00 )
D+14	
TOTAL	1
Guest Name: Ray wavel, G. TRO	oom No.
Signature:	
Company Affiliation:	outlet:
Billing Address:	Nº 100034



February 19, 2014

MR. RAYMUND TOLEDO

Director
Office of the Protocol
Department of Foreign Affairs
DFA Building
2230 Roxas Boulevard Street, Pasay
Manila, Philippines

### EVENT CONTRACT DFA LUNCHEON HOSTING (AUSTRALIA) February 20, 2014

Dear Mr. Toledo::

Thank you for considering Diamond Hotel Philippines to provide banquet accommodation to your guests attending the DFA Luncheon Hosting on Thursday, February 20, 2014. We are very pleased to submit the following information for your confirmation.

#### HANGER FRANCION PROPERTY OF THE PROPERTY OF TH

North Control of the	Selections	orgenius autorius (19		5-11-14 (1-1434) 2014-1-1-1-1	SOMETHING
02/20/2014	11:00AM	The second section of the second section is a second section of the second section is a second section of the second section is a second section section in the second section	gittarius- Block pricorn Room	Style 12	Waived in lieu of VIP Lunch Package
02/20/2014	11:00am	1:00pm Lunch Lil	ora Round	is 6	Waived in lieu of Staff Meal Package

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

ul hus



#### FOOD AND BEVERAGE ARRANGEMENTS

I. VIP Set Lunch Menu

Beverages

III. Staff Meal

PhP 2,500.00 net per person

PhP 400.00 net per person

PhP 300.00 net per person

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

#### **BANQUET CONCESSIONS**

- Waiver of luncheon/courtesy call room rental fees
- Walver of corkage rates for the 4 bottles of wines to be brought in
- Provision of one function room as staff meal venue
- Free flowing coffee or hot tea
- 10% Complimentary parking coupons based on guaranteed number and/or maximum of 8 coupons
- Special Parking Flat Rate coupons 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

For accounts with credit line:

Banquet payments will be charged to **Department of Foreign Affairs** thru Send Bill Arrangement, Purchase Order, Certificate of Availability of Funds and Letter of Authorization are required upon signing of the contract to facilitate the Send Bill Arrangement.

#### **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.

pur

Department of Protocol Offic



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 **February 20, 2014.** 

Mr. Toledo, 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.

Julo

Very truly yours,

L.A. SAYSON-POPA Director of Events

CONFORME:

MR. RAYMUND TOLED

Protocol Office, DFA

Department of Foreign Affairs Protocol Office Page 3 of 3

### AST MINUTE / **PECIAL ATTENTION**



BEO #: 10268

Page: 1 of 3

Printed On: 2/20/2014 at 12:00

Fax: 63 2 526 2255

### **BANQUET EVENT ORDER**

Department of Foreign Affairs mpany: 6th Floor, Protocol Office dress:

2230 Roxas Boulevard Street

Pasay Manila

Mr. Raymund Toledo

ntact: one:

Fax:

-Site:

st As:

DFA\_DTI\_ASPAC\_2

COVEDNMENT

Diamond Hotel Philippines Hotel Name:

Hotel Address: Roxas Boulevard cor Dr J Quintos St Manila.

Philippines 1000

63 2 528 3000 Hotel Tel:

Events Mar: L.A. S. Popa

L.A. S. Popa Sales Mgr:

PM / PO #: Deposit Rec'd:

COVERNICAL	
	Function Set Un EXP GTD Rental
ite Time Room	Function Set Up EXP GTD Rental
Feb-14 10:00 AM - 2:00 PM Libra to Capricorn	Philippine-Australia MinSpecial Setup
Feb-14 10:00 AM - 2:00 PM Libra to Capricorn	
	■ 1 日本の日本の日本の日本の日本の日本の日本の日本の日本の日本の日本の日本の日本の日

#### FOOD

ERVE TIME: 12:30PM

IP JAPANESE SET LUNCH: 24 PERSONS:

**PPETIZER** 

nokidake, horenzo, ika kara kusa, top with tobiko lix golden mushroom, spinach, cuttlefish in a light soy sauce

op with flying roe

Vagyu Striploin misono

irlled Dish

vagyu Striploin cook tepanyaki style w/ mushroom and

egetable jelly

bl Tempura (3 pieces)

erved with Tempura Sauce, Radish

lice Dish (Japanese Steamed Rice)

ushi and soup

)ragon maki roll, california maki roll, egg sushi, shrimp

ialmon sushi, tuna sushi

ierved with miso soup

)ESSERT

)gura ice cream

ient Bigrfature

ranilla ice cream top with sweet black beans

reshly Brewed Coffee or Hot Tea

#### ARIES ROOM:

- \* Tall cocktail tables
- \* Free flowing coffee or tea
- \* Complimentary chips

### SAGITTARIUS-CAPRICORN:

- \* Block style set-up (12 /12)
- \* Special floral arrangements (please check the length of
- \* Menu card for each showplate set-up
- \* Complete cutleries/chinawares and wine glasses
- \* 1 Easel brass stand for framed seat plan
- \* 1 Frame seat plan c/o client
- \* 2 wireless mic on standby with receiver hidden

### LIBRA: STAFF ROOM

\* 2 Round tables of 8 persons

### AV/ENGINEERING

### SAGITTARIUS-CAPRICORN:

- \* 2 wireless microphone with receiver hidden
- \* No background music
- Technician on standby

### DOOR CARDS/SIGNAGE

#### COTTHER DEPARTMENTS

FOM/ DM/ AFOM/ SECURITY/ RDM/ GUEST SERVICES GSOM:

- \* Express elevators for the VIP guests
- \* ETA of SFA 12:30PM

TAFF MEAL FOR 14 PERSONS:

Date of Acceptance

Hotel Signature

Exe Office / Duty Manager / Tel Exchange / BQ Service (4) / Credit Dept / Corp & Tvl Sales / F&B Dprt / BQ Sales / Exe thef (8) / PR Office / Engineering / Stewarding / Cost Control / Purchasing / Front Office / Audio Visual / Housekeeping / Audit / Cashier /

### AST MINUTE / PECIAL ATTENTION



BEO #: 10268

Page: 2 of 3

Printed On: 2/20/2014 at 12:00

### BANQUET EVENT ORDER

mpany:

Department of Foreign Affairs

dress:

6th Floor, Protocol Office

2230 Roxas Boulevard Street

Pasay

Manila

ntact:

Mr. Raymund Toledo

one: -Site: Fax:

it As:

DFA\_DTI\_ASPAC\_2

**GOVERNMENT** 

OOD FOR 8 PERSONS:

nicken and Pork Adobo eamed Rce

egetable Side dish

OOD FOR 4 PERSONS:

nicken Teriyaki

earned Rce egetable Side dish

BEVERAGE

0:00 AM Philippine-Australia M Libra to Capricorn

Free flowing coffee or tea 4 bottles of wine waived corkage fee. Rest is to be larged accordingly at PHP 1.00 net per ml for standard nd PHP 2.00 net per ml for premium Non-alcoholic drinks on per consumption basis

**Hotel Name: Diamond Hotel Philippines** 

Hotel Address: Roxas Boulevard cor Dr J Quintos St Manila,

Philippines 1000

Hotel Tel:

63 2 528 3000

Fax: 63 2 526 2255 L.A. S. Popa

Events Mgr: Sales Mgr:

L.A. S. Popa

PM / PQ #; Deposit Rec'd:

\* ETA of Australian Delegation at 12:30AM

\* Guest services to usher VIPs from lobby to function room. upon arrival. Same procedure upon departure

\* No media allowed at the 27th floor

\* Guest list to follow

#### PARKING:

\* 10% complimentary basement parking coupons based on guaranteed number. In excess of which can be given a flat rate of PHP 100.00 net per coupon for basement parking. This is exclusive of valet service fee

\* Please reserve a slot at the landing area for SFA vehicle and quest of honor

#### **EVENTS:**

\* Menucards

### BILLING

Please be advised that the luncheon will be sponsored by both DEPARTMENT OF FOREIGN AFFAIRS and by the BUREAU OF INTERNATIONAL TRADE RELATIONS -DEPARTMENT OF TRADE AND INDUSTRY.

Kindly divide the total amount into two. Please prepare two (2) separate checks to be signed by the following:

DIRECTOR RAYMUND TOLEDO of DFA Protocol

MR. ANGELO SALVADOR BENEDICTO of Bureau of International Trade Relations of DTI

BILLING ARRANGEMENT:

Send bill to both offices. CAF to follow.

tribution Lists: Exe Office / Duty Manager / Tel Exchange / BQ Service (4) / Credit Dept / Corp & Tvl Sales / F&B Dprt / BQ Sales / Exe ef (8) / PR Office / Engineering / Stewarding / Cost Control / Purchasing / Front Office / Audio Visual / Housekeeping / Audit / Cashier /

### AST MINUTE / PECIAL ATTENTION



BEO #: 10268

Page: 3 of 3

Printed On: 2/20/2014 at 12:00

### **BANQUET EVENT ORDER**

mpany:

Department of Foreign Affairs

dress:

6th Floor, Protocol Office 2230 Roxas Boulevard Street

Pasay

Manila

ntact: one:

Mr. Raymund Toledo

-Site: st As: Fax:

DFA\_DTI\_ASPAC\_2

GOVERNMENT

Hotel Name:

Diamond Hotel Philippines

Hotel Address: Roxas Boulevard cor Dr J Quintos St Manila,

Philippines 1000

Hotel Tel:

63 2 528 3000

Fax: 63 2 526 2255 L.A. S. Popa

**Events Mar:** Sales Mgr:

L.A. S. Popa

PM / PO #:

Deposit Rec'd:

Guaranteed charges:

\* 24 VIP Japanese Set Lunch at PHP 2500.00 net per

\* 14 staff meals at PhP 300.00 net per person

\* Beverages on per consumption basis

\* Provision for corkage for excess bottles above 4 bottles opened for the event

Concessions extended:

\* Waived minimum revenue required for Gemini to Capricorn rooms amounting to minimum guarantee worth PHP 126,000.00 net

\* Waived 4 bottles of wine of 750ml/bottle of wine amounting to total of PHP 3000.00 net

\* Complimentary chips

\* 1 round of either softdrink or iced tea as part of package

\* Free flowing coffee or tea starting at pre-event

\* 10% Complimentary basement parking coupons based on guaranteed number. Special flat rate of PHP 100.00 net per coupon for basement parking coupon. This excludes valet fee

\* Use of sky lounge for smoking guests

\* PA system

\* 1-2 house officers dedicated on the floor

INTERNAL BREAKDOWN

Stribution Lists: Exe Office / Duty Manager / Tel Exchange / BQ Service (4) / Credit Dept / Corp & Tvl Sales / F&B Dprt / BQ Sales / Exe nef (8) / PR Office / Engineering / Stewarding / Cost Control / Purchasing / Front Office / Audio Visual / Housekeeping / Audit / Cashier /



### agawaran ng Ugnayang Panlabas

## Department of Foreign Affairs

### OFFICE OF FISCAL MANAGEMENT

### CERTIFICATE OF AVAILABILITY OF FUNDS

This is to certify that the amount of **TWO HUNDRED FORTY FIVE THOUSAND EIGHT HUNDRED FIFTY ONE PESOS ONLY (PhP245,851.00)** is available to cover the hotel accommodation, hosted luncheon of SFA, snacks, and other incidental expenses in connection with the PH-Australia Ministerial Meeting (PAMM) from 19 to 21 February 2014, chargeable against Secretary's Foreign Dignitaries Fund, subject to existing accounting and auditing rules and regulations.

Funds provided for the purpose is valid up to thirty (30) days after the end of the event.

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

For the Assistant Secretary:

Department Chief Accountant

12 February 2014



### Department of Foreign Affairs

# OFFICE OF PROTOCOL AUTHORIZATION

This authorizes Mr. Raymund G. Toledo, Director of the Socials and Conference Arrangements of this Office, whose specimen signature appears below, to sign the banquet event contract and statement of accounts/bill issued by Diamond Hotel in behalf of the Department of Foreign Affairs, Manila.

This authorization is issued in connection with the Luncheon in honor of Her Excellency Julie Bishop, Minister of Foreign Affairs and Honorable Andrew Robb, Minister of Trade of Australia, to be hosted by the Secretary of Foreign Affairs Albert F. del Rosario on Thursday, 20 February 2014, 1250H at 27th floor, Capricorn Room, Diamond Hotel.

RAYMUND G. TOLEDO

Director - Socials Division

For the Secretary of Foreign Affairs:

WILFREDO R. QUYUGAN

Assistant Secretary

18 FEBRUARY 2014, Pasay City

### Luncheon co-hosted by Hon, Albert F. del Rosario, Secretary of Foreign Affairs and

Hon. Gregory L. Domingo, Secretary of Trade and Industry

in honor of

Her Excellency Julie Bishop MP, Minister of Foreign Affairs and His Excellency Andrew Robb; Minister of Trade Australia

27<sup>th</sup> floor, Capricorn Room, Diamond Hotel Thursday, 20 February 2014, 1250H

Proposed Guest List by the Office of Asian and Pacific

### Philippine Side

1. Honorable Albert F. del Rosario Secretary of Foreign Affairs

CO-HOST

2. Honorable Gregory L. Domingo Secretary of Trade and Industry

CO-HOST

- Honorable Évan P. Garcia Undersecretary for Policy
- 4. Honorable Belen F. Anota Ambassador of the Philippines to Australia
- 5. Honorable Irene Isaac Deputy Director General-General Technical Education and Skills Development Authority
- 6. Honorable Ma. Theresa P. Lazaro Assistant Secretary, Office of Asian and Pacific Affairs
- 7. Atty. Ma. Theresa De Vega Chief Coordinator
- 8. Honorable Ceferino Rodolfo Assistant Secretary, Department Trade and Industry
- 9. Honorable Anne Marie L. Corominas Head, Legal and International Affairs Office of the Anti-Terrorism Council Program Management Center
- 10 Ms. Lucita Reyes BOI Board of Governors, Department Trade and Industry
- 11. Mr. Angelo Salvador M. Benedictos Officer-in-Charge, BITR, Department Trade and Industry
- 12. Mr. Emmanuel Nino Ang Special Trade Representative

### Australian Side

- 13. Her Excellency Julie Bishop MP Minister of Foreign Affairs
- 14. His Excellency Andrew Robb MP Minister of Trade
- 15, **Ambassador Bill Tweddell** Embassy of Australia
- 16. Ambassador Simon Merrifield Ambassadorof Australia to ASEAN
- 17 Mr. Allaster Cox
  First Assistant Secretary,
  Department of Foreign Affairs Trade
- 18. Mr. Robert Fergusson Senior Adviser to the Foreign Minister
- 19. Mr. Gareth Simpson Senior Adviser to the Trade Minister
- 20. Mr. David Landers
  General Manager of Aus-Trade Canberra
- 21. **Mr. David Dutton**Deputy Chief of Mission, Embassy of Australia
- 22. **Mr. Layton Pike** Minister Counsellor Aid
- 23. Mr. Anthony Weymouth
  Senior Trade and Investment Commissioner
- 24. NOTE TAKER (1) TBD

## Luncheon co-hosted by Hon. Albert F. del Rosario, Secretary of Foreign Affairs and

Hon. Gregory L. Domingo, Secretary of Trade and Industry in honor of

Her Excellency Julie Bishop MP, Minister of Foreign Affairs and Honorable Andrew Robb, Minister of Trade Australia

> Venue: TBD Monday, 20 February 2014, 1250H

### **DFA** Personnel

- Mr. Raymund Toledo
   Director, Socials Division, Protocol Office
- Mr. Bruce Borres Protocol Officer, Socials Division
- Mr. George Benedict Pineda Protocol Officer, Socials Division
- Mr. Gerard Pol San Jose Protocol Officer, Ceremonials Division
- 5. Mr. Jeffrey Mendoza Photographer, Philippine Information Services Unit
- 6. Mr. Rene Fajardo SFA Close-in Protocol Officer