

Kagawaran ng Aguayang Panlabas

Department of Foreign Affairs

PAC-NOA-GS-017-2014-0MEOA

NOTICE OF AWARD

27 January 2014

Sir/Madam:

Please be informed that, upon the recommendation of the Bids and Awards Committee (BAC) of the Department as contained in the approved Resolution No. 23-14 for CY 2013, the Department of Foreign Affairs is awarding the procurement for the lease of venue for the luncheon during the 8th Philippine-South African Bilateral Consultative Forum on 10 February 2014 to your firm, **DIAMOND HOTEL**, in the amount of Forty-Two Thousand Two Hundred Fifty Pesos (Php 42,250.00) only, including taxes and other lawful charges, subject to the signing of the Contract.

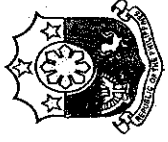
Very truly yours,

RAHAEL E. SEQUIS
Undersecretary for Administration
and the Head of Procuring Entity

DIAMOND HOTEL

Roxas Boulevard cor. Dr. J. Quintos St.
Manila

recd.
Jan 30, 2014
11 January



Kagawaran ng Agnang Pang Panlabas

Department of Foreign Affairs

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Very truly yours,

RAHAEL E. SEQUIS
Undersecretary for Administration
and the Head of Procuring Entity

DIAMOND HOTEL

Roxas Boulevard cor. Dr. J. Quintos St.
Manila

January 17, 2014

MS. JENIFER TORRES
Office of the Middle East and Africa Affairs
Department of Foreign Affairs
DFA Building
2230 P. Das Orolan Street, Pasay
Manila Philippines

Telephone 63 2 834 3948
Email omeaa.office@dfa.gov.ph
Cellular 63 929 292 1387

EVENTS PROPOSAL
DEPARTMENT OF FOREIGN AFFAIRS-Office of the Middle East and Africa Affairs
5-February 10, 2014

Dear Ms. Torres,

Thank you for considering Diamond Hotel Philippines to provide banquet accommodation to your guests attending the PH-SOUTH AFRICA MEETING on February 10, 2014. We are very pleased to submit the following information for your confirmation:

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	Qty
2/10/2014	10:00AM	2:00PM	Meeting	Libra	TBA	20
2/10/2014	12:00PM	2:00PM	VIP Lunch	Sagittarius-Capricorn Room, 2 nd Floor	TBA	20
2/10/2014	12:00NN	2:00PM	Staff Lunch	Comini	TBA	10

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

We would appreciate receiving your confirmation on or before January 27, 2014, so we can make the necessary arrangements for you. Unconfirmed reservation on the given cut-off date would mean automatic cancellation of the arrangement.

DH

DIAMOND HOTEL

BANQUET RATES AND INCLUSIONS

Assorted Assorted Appetizers for Ten Twelve Courses
 (good for 15 persons) PHP 5,000.00 net per order

4-Course Set Menu Selections (Appetizer/Soup/One Main Course/Dessert)

- * Pork OR Chicken Main Course PHP 1,250.00 net per person
- * Fish OR Beef Main Course PHP 1,250.00 net per person

- * Set Dishes comes with Free flowing coffee or tea and one round of either soft drink or bottled water
- * Above rates are inclusive of 10% service charge and applicable government taxes.

SPECIAL RATE FOR OTHER POSSIBLE REQUIREMENTS IN BANQUETS

CONGRATULATIONS! (PHP 1.00 per ml for standard brands and PHP 2.50 per ml for premium brands should you wish to bring in both twinies inside the function room

EQUIPMENT RENTALS

- * DVD Player with TV monitor PHP 3,300.00 net per day
- * Label Microphone PHP 1,650.00 net per day
- * LCD Projector PHP 10,000.00 net per day
- * Electricity Charge (for equipment to be brought in) PHP 5,000.00 net per day
- * Basic Make-Up Set-Up PHP 10,000.00 net per day

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 room rental 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

1. DEPOSIT SCHEME/ACCOUNT SETTLEMENT:

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

1. Deposits are NON-TRANSFERABLE and NON-REFUNDABLE.

2. Total estimated charges is rate multiplied by the number of attendees or room plus additional charges.
3. Method of payment is cash or credit card.

Page 1 of 1

For guests with credit cards

Banking payments will be charged to Department of Foreign Affairs Office of Middle East and African Affairs thru
Send Payment Order, Purchase Order, Letter of Authorization and Certificate of Availability of Funds are required
upon signing of the contract to facilitate the Send Full Amount

Force Majeure: The HOTEL will not be held liable for services not rendered or for any loss or damage due to acts of
God, acts of the guest, his family, visitors or servants, or if loss arises from the character of the thing brought
into the hotel, war, government regulations, natural calamities, civil disorders, curfew of transportation,
factory and other inevitable incidents beyond the control of the HOTEL then incurs the expected course of
events. However, deposits made by the CLIENT can be applied to future bookings

POST-DEPOSIT / CANCELLATIONS / NO SHOW CHARGES

For Non-Pets:

One hundred percent (100%) of stay- will be applied based on the expected service should you cancel after signing
of contract, letter of authorization or contract

Ms. Torres, we hope you find everything in order. Should you wish to make any revisions to any arrangements
created in person let us know. Please feel free to contact the undersigned should you have any further questions
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,

[Signature]
L.A. SANCHEZ FORA

Director of Events

Tel: 02-8588000 ext 1220

Fax: 02-8588000

M: 09-8687397

E: la.sanchez@diamondhotel.com

CC/TO ME:

MS. JEANETTE TORRES

Office of the Middle East and Africa Affairs

Department of Foreign Affairs

/ccsp

Date: 10/07/2011

Page 3 of 3

STAFF MEAL

Lili-An Papa 10:54 AM (9 minutes ago)

to me

Dear Ms. Jen:

As requested, please find below staff meal priced at PhP 650.00 net per person and served with iced tea and brewed coffee or hot tea.

MENU A

Chicken Inasal

Steamed Rice

Vegetable Side Dish

MENU B

Fish Teriyaki

Steamed Rice

Vegetable side dish

MENU C

Chicken Adobo

Garlic Fried

Atchara

For your reference.

L.A.

Lili-An Papa

Director of Events

Diamond Hotel Philippines

Roxas Blvd. cor. Dr. J. Quintos St.

Manila 1000, Philippines

Tel No.: (+63 2) 528.3000 / (+63 2) 305.3000 local 1220

Direct Line(Duo): (+63 2) 217.2879

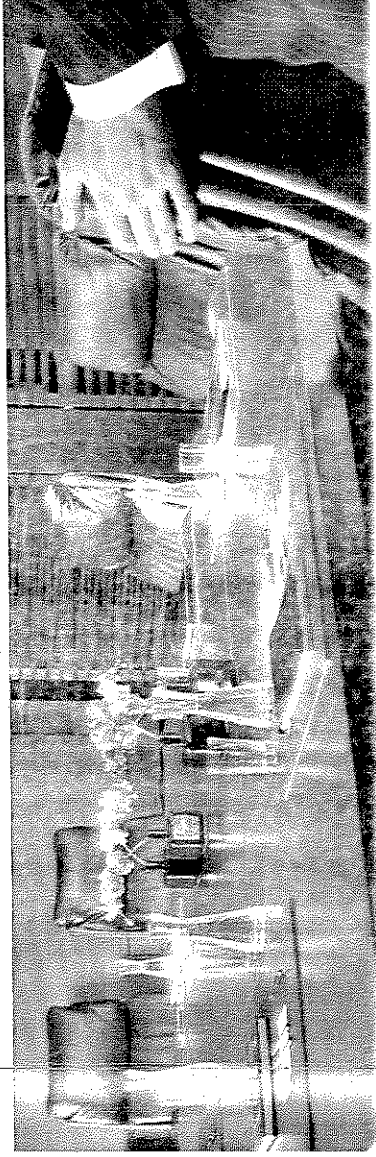
Mobile no.: (+63 917) 868.7397

Fax no.: (+63 2) 305.3063

www.diamondhotel.com

SOFTTEL

EVENT PROPOSAL

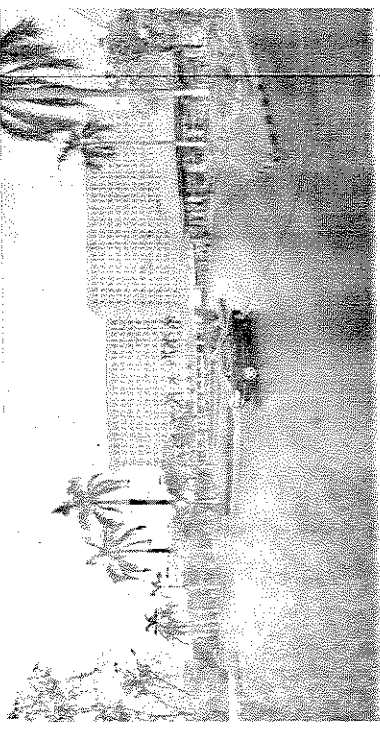
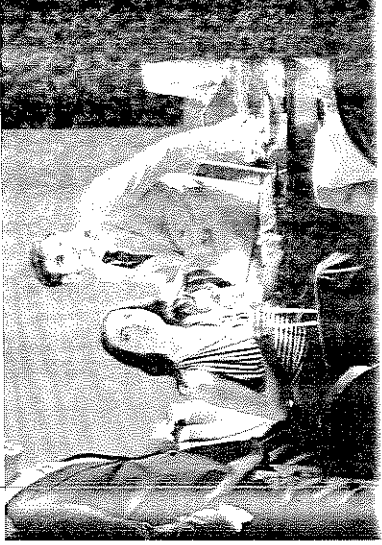


2nd Philippine - South Africa JCM

February 10, 2014

Department of Foreign Affairs
Jen T. Reyes

Sofitel Philippine Plaza Manila
Cynthia T. Esteban
Director of Events Management
+63 917 309 2129
Tel. +63 2 832-6999
h6308-sm1@sofitel.com



EXPERIENCE EXCLUSIVE MEETINGS AT SOFITEL

We understand that the events you organize are important to you, your company and your guests, and Sofitel Philippine Plaza is pleased to create a fruitful and customized experience.

A partner to your success, Sofitel is committed in making your affair a memorable occasion for you and your guests.

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

WHAT HELD OUR ATTENTION IN YOUR REQUEST?

Thank you for considering Sofitel Philippine Plaza to be the venue for your event on **February 10, 2014**. We are pleased to advise that we have the capability to accommodate your expected number of guests. We understand the importance of the event and assure you of our total cooperation to ensure its success.

FUNCTION ROOM ARRANGEMENT

Thank you for considering Sofitel Philippine Plaza Manila as your venue for your Christmas party on December 20, 2013. We understand the importance of the event and assure you of our total cooperation to ensure its success.

SOFITEL PHILIPPINE PLAZA MANILA			
DATE	TIME	VENUE	NUMBER OF PERSONS
February 10, 2014	10:00 AM - 2:00 PM	Mindoro	20
			Minimum Consumable of PHP 25,000 NET

HALAL SET MENU	PHP 1650+++ / 2026 NET per person
ONE ROUND OF DRINKS	PHP 160+++ / 197 NET per person
CREW MEAL	PHP 450+++ / 553 NET per person

INCLUSIVE:

- Usage of Meeting Venue from 10:00 AM to 2:00 PM with Free Flowing Freshly Brewed Coffee and Tea during the meeting
- Halal Set Menu Selection for lunch
- Writing Pads and Pencils, Flipcharts and Marker
- Mints for all the participants
- 10 % Complimentary Car Passes based on the guaranteed number of persons.
- Flat rate at Php 150. 00 nett on succeeding car passes.
- Designated Inspired Meeting Concierge during the event

TERMS AND CONDITIONS OF RESERVATION

This estimate is valid until January 28, 2014, otherwise, should we not receive any confirmation by signing this agreement, we shall release the booking without further notice and neither party will have any obligations under this agreement. In this case, we ask that you provide us with confirmation of your request (not including Saturdays, Sundays, and bank holidays in the region where the hotel is located) by returning a signed copy of the estimate, bearing your company's stamp, as well as a signed and dated copy of the General Terms and Conditions of Sale with the words "Signed as agreed."

TERMS AND CONDITIONS OF PAYMENT

- Full payment to be settled before the event.

BANK DETAILS:

Bank Name: Bank of the Philippine Islands (BPI)
Account Name: Philippine Plaza Holdings Inc
Peso Account Number: 3133-2428-63
US Dollar Account Number: 3134-0155-18
Routing Code: 000005873
Swift Code: BOIIPHMM

Immediately after the event, a general bill will be presented. This bill will reflect prior payments and any additions or changes that may have taken place after the signing of the agreement.

To confirm your reservation, we ask that you please return a duly signed copy of this agreement. The company acknowledges that it has been informed of the General Terms and Conditions of Sale enclosed along with the estimate and agrees to comply with said terms and conditions and to return a duly signed copy of this document to us.

GENERAL TERMS & CONDITIONS BUSINESS MEETINGS & GROUP

ARTICLE 1: APPLICATION OF THE General Terms of Sale (G.T.S.).

These General Terms of Sale apply to services relating to the organisation of meetings / events.

These General Terms of Sale are sent to the Client together with the proposal so as to enable it to make its reservations. Consequently, any and all reservation implies that the Client has fully and unreservedly accepted these Terms, to the exclusion of any and all other documents such as prospectuses, sales documents, etc.

In the event of a conflict between the provisions set forth in the proposal signed by the Client and those set forth in these G.T.S., the provisions of the estimate shall take precedence.

ARTICLE 2: RESERVATION/CONFIRMATION

The Client shall confirm its reservation prior to the option date and shall return to the establishments a copy of the estimate and the General Terms of Sale, duly dated and signed by the Client, bearing the handwritten words "Approved for agreement".

These documents shall be accompanied by payment of the deposit which represents a material and determining condition of the reservation. Should the deposit not be paid, the establishment(s) shall not confirm the reservation and shall not guarantee availability of the reserved spaces / rooms.

ARTICLE 3: ORGANISATION OF THE RESERVATION

1/ COVERS

Should your actual number of guests exceed more than 10% of the guaranteed number, client agrees to hold the hotel free and harmless from any damage or any inconveniences to the client's guests.

The Client shall advise the relevant establishments, in written form (fax or letter), of the exact number of covers required for each meal, 8 business days prior to the event's start date (not including Saturday and Sunday). A reduction in the number of participants shall be considered as a partial cancellation of the reservation and shall give rise to the application of Article 5 on cancellation.

The Client shall confirm its choice of restaurant service (menu, buffet, cocktail party ...) at least 8 business days prior to the date of the event. Failing this, the hotel reserves the right to impose a choice within the category chosen by the Client. It is hereby stipulated that restaurant services which are not fully consumed pursuant to a package deal shall not give rise to any and all price reduction.

2/ NO-SHOWS

"No-Shows" (ordered services which are not cancelled) shall be invoiced to the Client on the basis of the whole stay.

3/ AVAILABILITY OF SPACE

The Client shall inform each of the relevant establishments prior to the start of the event of any and all major change in the number of participants in the event.

In all cases, should the number of participants be less than the number set forth in the estimate, the Client may be allocated a different space from the one which was initially provided for, as a result of the establishment's own management considerations.

3/ CHANGE IN THE NUMBER OF PARTICIPANTS

A reduction in the number of participants is considered as a partial cancellation of the reservation and shall cause Article 5 on cancellation of these Terms to be applied, whether this relates, in particular, to accommodation, restaurant services or rented spaces. Should the number of participants be more than the number set forth in the estimate, the availability of spaces shall only be confirmed after receipt of the supplement to the deposit corresponding to the variation in the reservation.

ARTICLE 4: CHANGES TO SERVICES

Any and all request for changes to services as regards the accepted proposal shall be sent to Soffitel Philippine Plaza in writing.

In the absence of Soffitel Philippine Plaza's written acceptance within 8 days of receipt of the request, the contract shall be deemed as continuing according to the terms and conditions set forth in the estimate accepted by the Client.

ARTICLE 5: CANCELLATION

As invoicing is carried out on services ordered on the basis of the whole stay, the Client is requested to pay particular attention to the conditions for cancellation set forth hereinafter. Cancellations, of all or part of the initial reservation, shall be sent in writing.

5.1/ Full cancellation

Changing the date of the event shall be deemed as being a full cancellation and shall cause the cancellation conditions to apply.

Failure to pay the contractual deposits (other than the 1st deposit) shall also be considered as a cancellation. In the event of failure to comply with the payment dates, the hotel shall be entitled to request immediate payment of the event's balance from the Client, and the latter's payment shall be received by the hotel within 8 days as from the date of the hotel's written request. Should payment not be received within this timeframe, the event shall be considered to have been cancelled by the Client.

In the event of full cancellation of the contract by the Client, which is not justified by the hotel's failure to meet its obligations, a cancellation fee shall be invoiced.

- If the cancellation notice is received more than 30 days prior to the first day of the event, the establishment shall keep the deposits paid as compensation.

- If it is received between 60 days and 31 days prior to the first day of the event, the Client shall settle the balance of the cost of the service as set forth in the proposal / contract.

5.2/ Partial cancellation

Partial cancellation represents a reduction in the amount of the estimate for any reason whatsoever: reduction in the duration of the event, the number of people, and/or the ordered services.

In the event of partial cancellation of the contract by the Client, which is not justified by the hotel's failure to meet its obligations, a cancellation fee shall be invoiced and calculated according to the date when the cancellation notice is received:

- If the cancellation notice is received more than 120 days prior to the first day of the event: 10% of the number of rooms per night.

- If it is received between 60 days and 31 days prior to the first day of the event: 5% of the number of rooms per night and/or the number of participants per day and/or

the total amount of the estimate for the rental of reserved function rooms may be cancelled without penalty.

To the exclusion of this 5%, any and all other cancellation shall be subject to invoicing at 80% of the total cancelled amount.

If it is received between 30 days and 8 days prior to the first day of the event, any and all cancellation shall be invoiced at 90% of the total cancelled amount.

- If it is received less than 7 days prior to the first day of the event, any and all cancellation shall be invoiced at 100% of the total cancelled amount.

5.3/ revision of conditions

The foregoing conditions for cancellation may be altered according to the establishment's operating imperatives and the exceptional or complex nature of the event.

Any request for full or partial cancellation shall be sent in writing to each of the relevant Establishments.

ARTICLE 7: PRICES

Prices are expressed in the currency of the country in which the service is to be provided. The prices set forth in the estimate are granted for a then-current period until the option date. Confirmed prices in the estimate shall be firm for one month as from the date when the estimate is sent to the Client. Subsequent to this period, they may be modified according to economic conditions. The applicable prices shall then be those in force on the date when the service is provided.

The prices may be supplemented by visitors' tax in some cities. They may be changed in the event of legislative and/or regulatory reform which may cause price variations, such as: change to the applicable VAT rate, introduction of new taxes, etc.

In all cases, if the order (number of rooms and/or meals and/or meeting rooms) were to be at least 20% less than the initial estimate, the Client may be granted new prices as a result of reduced services.

ARTICLE 8: OVERTIME FOR LATE OPENING

The rental times for spaces are broken down as follows:

Either from 9.00 a.m. to 5.00 p.m., or from 7.00 p.m. to 12.00 a.m. Outside these times, additional rental expenses shall be applied on the basis of effective prices.

ARTICLE 9: TERMS OF PAYMENT

1/ Deposits

Charges will be based on the minimum guaranteed number or the actual number, whichever is greater. If guaranteed number is reduced by at least 20% of original guarantee, the Hotel reserves the right to reassign the function room which is more suitable for the number of guests or charge you a fixed rental fee for the use of the venue.

The price shall be paid as follows:
1/ 50% upon signing of the contract. Full payment 2 weeks before the event.
2/ Payment deadline
The amount of this/these deposit(s) shall be deducted from the final invoice (the balance), subject to the possible charging of cancellation fees.
Unless provided otherwise in the estimate, the balance invoices shall be drawn-up by each establishment and shall be paid within 5 days of the invoice date, at the latest.
In the event of disagreement as to part of the invoice, the Client undertakes to immediately settle the undisputed part of the invoice and to inform the relevant establishment in writing of the cause of the opposition.
It is hereby stipulated that amounts paid in advance shall not bear interest. Similarly, early payment shall not provide entitlement to a discount;
3/ Incidental charges
Payment for extras (laundry service, minibar, telephone, etc.) and other services ordered individually by one or several participants shall be paid directly by said participants at the establishment's reception desk prior to their departure (individual payment).
Additional services or Food and Beverage requirement on top of the minimum guarantee incurred during the event shall be paid in cash or credit card immediately after the event.
4/ non-payment
In the absence of payment at the contractual due date, penalties for delay shall be payable at a rate of 10% per annum upon receipt of formal notice. Moreover, a fixed penalty of 15% of the amounts owed shall be payable in the event of debt collection proceedings.

ARTICLE 10: PHOTOGRAPHIC REPORT

The Client is requested to advise the relevant establishment beforehand of the possible presence of a photographer, and shall be personally responsible for obtaining all authorisations which may be required.

ARTICLE 11: EXHIBITIONS, FAIRS AND DECORATION

Any and all facilities installed by the Client shall comply with the provisions of the establishment's specifications and with the most-recent safety guidelines in force. Any and all project for decoration or setting-up stands shall be referred to the establishment and shall include 5 copies of the facilities' [documentation], otherwise authorisation to exhibit shall be refused.

Clients organising exhibitions or trade fairs shall provide the establishment, at least 15 days prior to the start date of the event, with the prefectural authorisation required for such commercial events. The Client undertakes to return the occupied premises to their original condition, at its expense.

ARTICLE 13: ENTRANCE FEE

At the same time as it sends the accepted estimate and the deposit, the Client undertakes to represent to the establishment, in a written document, that it accepts full liability when the event is organised in the hotel's premises is subject to an entrance fee.
In this case, entrance fees shall be paid inside the rented premises. Under no circumstances may the establishment's staff be involved in collecting such fees.

ARTICLE 15: COPYRIGHT

The Client shall assume personal responsibility for any and all declarations and payments of any and all royalties, in respect of the broadcasting of any and all musical works and, more generally, for any and all entertainment inside the premises (band, shows, records, etc.)

ARTICLE 16: TRANSPORT

It is hereby stipulated that the establishment shall not provide any service in respect of transport for participants.
The Client undertakes not to invite any person whose behaviour could injure the establishment, with the latter reserving the right to intervene if necessary.

AGREEMENT, TO BE RETURNED

For: DEPARTMENT OF FOREIGN AFFAIRS
Name: JEN TORRES
Function: 2nd Philippines - South Africa JCM

The Client may not bring in any beverages or food items from outside. The Client undertakes to ensure that the participants and their guests comply with all the establishment's guidelines and rules (in particular, the ban on smoking in communal areas).

The Client shall ensure that the participants do not disrupt the establishment's operations, or compromise the safety of the establishment or of the people inside it.

ARTICLE 17: INSURANCE - DAMAGE - BREAKAGES - THEFT

The Client shall be responsible for the goods and equipment brought [to the establishment] by it or by the participants. The Client shall be personally responsible for taking out any and all insurance policy (Damage - civil liability), which it may deem necessary. In particular, it is recommended that the Client take out specific insurance cover in the event of the presence of large equipment or valuable property as the establishment shall not be held liable in the event of damage to, or theft of, said property.

The Client shall be liable for all damage attributable to it (in particular, that caused by participants or their guests) and undertakes, in the event of damage to the premises provided, to bear the cost of returning said premises to their original condition. Under no circumstances shall the establishment be held liable for damage of any nature whatsoever, in particular, theft or fire, which may occur to, or damage, the items or equipment left by the Client or the participants during the event which is the subject of this reservation.

ARTICLE 18: RECOMMENDATIONS

The Client undertakes not to invite any person whose behaviour could injure the establishment, with the latter reserving the right to intervene if necessary. The Client may not bring in any beverages or food items from outside. The Client undertakes to ensure that the participants and their guests comply with all the establishment's guidelines and rules (in particular, the ban on smoking in communal areas).

The Client shall ensure that the participants do not disrupt the establishment's operations, or compromise the safety of the establishment or of the people inside it.

ARTICLE 19: FORCE MAJEURE

The obligations set forth herein shall not apply, or shall be suspended, if their performance becomes impossible as a result of an event of force majeure such as, in particular: actions by the public authorities, hostilities, war, arbitrary act by government or other authority, act of God, fire, flood, strikes without notice,
The Parties shall make every effort to anticipate or limit the impact of non-performance of the contract owing to an event of force majeure; the Party wishing to invoke an event of force majeure shall immediately advise the other Party of both the start and end of such an event, otherwise it shall not be exempt from liability.

ARTICLE 20: BANQUETS

Should the Client wish to bring its own beverages then a corkage charge shall apply and shall be charged for each bottle. After 2.00 a.m., staff expenses shall be invoiced for each additional hour and for each person on duty, on the basis of effective rates. Finally, it is hereby stipulated that children, who may participate in the event, shall go so under the sole responsibility of their parents and/or the Client.

It is hereby further stipulated that the Client may not bring in any food for the event, in any form whatsoever, either fully or partially. Should it wish to take-away part of the unconsumed food / drink after the banquet, it shall be fully liable therefore, without any and all right of action against the hotel.

ARTICLE 21: CLAIMS AND DISPUTES

Any and all claim and opposition shall only be considered if it is made in writing to the establishment within a maximum of 8 days following the end of the event. Philippine law shall be the governing law, or otherwise, it shall be the law of the country where the hotel is located if the contract concerns a single establishment outside the Philippines.

PASAY CITY, JANUARY 20, 2014

For: SOFTEL PHILIPPINE PLAZA MANILA
For: CYNTHIA ESTEBAN
For: DIRECTOR OF EVENTS



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 WWW.SOFITELMANILA.COM

Edsa Shangri-La

MANILA

January 27, 2014

Ms. Jennifer Torres
Department of Foreign Affairs
2330 Roxas Boulevard
Pasay City

Tel. No.: 63 2 8343948
Fax No.: 63 2 5516879
E-mail: omeaa.africa@gmail.com

Dear Ms. Torres:

RE : DFA - Phil-South Africa Bilateral Consultative Forum on February 10, 2014

We are delighted to learn that Edsa Shangri-La Hotel, Manila is being considered as the venue for the ***DFA - Phil-South Africa Bilateral Consultative Forum on February 10, 2014.***

As per your specific requirements, we have outlined the following arrangements for your review and agreement:

Date	Start Time	End Time	Function	Room	Setup	Attendance	Rate per Person	TOTAL
10 February 2014 (Monday)	10:00 AM	2:00 PM	Lunch Plated	Santian 1 & 2	Boardroom	20	Guaranteed Plated Lunch at	PhP62,000.00nett
							Guaranteed Plated Lunch at PhP1,600.00nett	

EXTENSION OF USE OF FUNCTION ROOM

An hourly, or part thereof, surcharge shall be applied should the event extend over the contracted time of use of the function room. Any extension of usage of function room shall also be subject to availability should there be any function(s) right after your event. Please see below the hourly (or part thereof) rates per function room. These rates are inclusive of ten (10%) percent service charge and prevailing government taxes.

Function Room	Hourly (or part thereof) Extension Rate
Santian	10,000.00

LUNCH AMENITIES

- * Floral Centerpieces for all tables
- * Buffet tags or menu cards (for set menu only)
- * Podium and rostrum microphone
- * Stage or platforms
- * LCD Projector, at rental rate of PhP 7,500 nett per unit

Initials: _____

Digital Signage

Our Hotel will indicate the following in our digital signage board at the Lobby:

Date	Event	Signage
February 10, 2014	DFA - Phil-South Africa Bilateral Consultative Forum	Please advise

Parking

We are pleased to extend 3 complimentary car park coupon/s for your Meeting per day.

Please be advised that Valet Parking is available for your delegates at a nominal charge of PhP 100 for the first 3 hours, in excess will be charged PhP 90 per hour, or part thereof. We would appreciate if you could advise your requirements prior to the event in order for us to make the appropriate arrangements.

CORKAGE

The following charges are applicable for any wines and/or spirits brought into the hotel:

Wine: PhP 1,500 nett per 750 ml bottle
Spirits: PhP 2,000 nett per bottle
Champagne: PhP 2,000 nett per bottle

SERVICE CHARGE AND GOVERNMENT TAX

All applicable charges are subject to 10% service charge, 12% VAT and applicable prevailing local government (municipal) tax, unless it is specified as "Nett" price.

DEPOSIT

Date	Payment Arrangement
30 January 2014	Non-refundable 50% deposit in cash, check or credit card payment
03 February 2014	Full pre-payment in cash, check or credit card payment.

Incidental charges incurred during the event should be settled immediately after the event through cash or credit card only.

Initials: _____

The bank details for payment via bank deposit/ telegraphic transfer are as follows:

ACCOUNT NAME : EDSA SHANGRI-LA HOTEL AND RESORT INC.
ACCOUNT NO. : 000 - 880 - 002293 (For Peso Remittance)
130 - 880 - 001527 (For US\$ Remittance)
BANK NAME : UNION BANK OF THE PHILIPPINES
BRANCH : ORTIGAS BRANCH
BANK ADDRESS : UNION BANK PLAZA, MERALCO AVENUE CORNER
ONYX & SAPPHIRE STREETS, ORTIGAS CENTER, PASIG CITY
SWIFT CODE : UBP - HPH - MM

Note : Please use the "Payment Form" instead of the ordinary deposit slip when remitting to our account. Please also indicate information such as Remitter/Depositor's Name, payment particulars, etc. which could help us to easily identify the source of payment/deposit.

PAYMENT

Settlement of your event charges may be made in the form of Cash, Credit Card, Bank Draft or Telegraphic Transfer. Third Party Credit Card settlement of your charges will only be accepted if previous arrangements have been made with the Hotel.

All prices quoted in this agreement are stated in Philippine Peso. If necessary, the Hotel will claim from the Company any loss on the exchange arising from accounts being settled in other currencies.

Should the company fail to settle accounts within the agreed terms, the Hotel shall have the right to demand immediate payment on all outstanding accounts. Interest of 2% per month will be charged on all overdue accounts.

The authorized signatories of this event are:

Specimen Signature

a. _____

b. _____

Club Gourmet discount voucher is not valid for Training, Seminars, Meetings, Conferences and Conventions.

Initials: _____

Non-Compliance

The Hotel reserves the right to release all reservations and arrangements made by the Organizers for the event without prior notice if the Hotel does not receive the full deposit and all such other documents from the Organizers by the deadline date stipulated by the Hotel. Reinstatement of reservations and arrangements may only be made upon receipt of payment and are subject to availability of guest rooms and/or function spaces. Any increases in price or incurred Hotel costs are for the account of the Organizers.

MINIMUM GUARANTEED ATTENDANCE

Please review and confirm the expected and guaranteed number of attendance three (3) working days prior to the event on or before **05 February 2014**. The final guaranteed number can not be less than the contracted guarantee number or minimum revenue. Any discrepancies between the expected and guaranteed number should be within 5% and the total guaranteed attendance should not be lower than the minimum charge required by the Hotel. Charges will be made according to the guaranteed number or actual attendance whichever is greater.

Should the actual number of persons exceed the guaranteed attendance, menu price per succeeding person will be subject to a minimum of 15% surcharge.

FUNCTION SPACE ASSIGNMENT

Function Rooms are assigned according to the expected attendance and set up. The Hotel reserves the right to assign alternative meeting space suitable for the events' requirements should the expected attendance change, subject to availability and prior agreement from the organizer.

The maximum capacity of the Santan room is 36 persons in a boardroom set up. In the interest of safety and in compliance with local regulations, we respectfully regret our inability to permit entry in excess of this number.

CANCELLATION AND POSTPONEMENT

Written Notification Made By Organizer	Postponement or Cancellation Charge
Upon signing of contract	100% of the total room and function charges

Initials: _____

OUTSIDE FOOD

Bringing in onto Hotel property and/or premises of any food not provided or prepared by the Hotel is strictly prohibited.

Organizers are responsible for any meal arrangements of its staff, suppliers, exhibitors and contractors. However, no outside catering or outside food will be allowed to be served to the guests, staff, suppliers, exhibitors or contractors on Hotel property and/or premises. Crew Meals from the Hotel are available upon prior arrangement, subject to a nominal charge.

ADVERTISING

The Organizer shall not use the name, trademark, logo or other intellectual property proprietary to Edsa Shangri-La Manila Hotel, Shangri-La Asia Limited or any of their subsidiaries, affiliates or associated companies in any manner whatsoever without the prior written approval of the Hotel.

FORCE MAJEURE

The performance of this Agreement by either party is subject to acts of God, war, government regulations, damage or destruction of the Hotel, outbreaks of disease or epidemics in the country where Hotel is located, disaster, fire, strikes, civil disorder, or other similar cause or threat thereof beyond the reasonable control of the parties, making it illegal, or impossible to perform to the terms and conditions contained in this Agreement. For any of the above reasons, this Agreement may, without liability on the parties, be terminated by written notice of no less than 7 days from one party to the other or be revised at the absolute discretion of the Hotel by written notice to the Organizer.

INDEMNITY

The Organizer shall waive against and indemnify, defend and hold the Hotel, Shangri-La Asia Limited and all of their affiliates, subsidiaries and associated companies, and their respective directors, officers, shareholders, employees ("Indemnified Parties") harmless from and against any and all losses, damages, claims, demands, actions, penalties, suits, costs, fees and liabilities arising out of, caused by or resulting from, in whole or in part, the Event (including any injury or damage to any persons or property on or about the Hotel), or any default of or breach by the Organizer under this Agreement caused by or resulting from actual or threatened claims or causes of action resulting from the negligence or misconduct of such party or its respective officers, directors, employees, agents contractor, members or participants, provided such individual are acting within the scope of their employment.

Initials: _____

GOVERNMENT LAW AND DISPUTES

This Agreement shall be governed by, and shall be construed, interpreted and applied in accordance with the laws of the Republic of the Philippines in the City of Mandaluyong. Any dispute, controversy, or claim arising out of or in connection with this contract, including any question regarding its existence, validity, or termination, shall be finally resolved by arbitration under the Rules of The Republic of the Philippines in the City of Mandaluyong currently in force.

DAMAGE

The Hotel's Deed of Indemnity & Acknowledgement of Risks, Work Permit Form and Function Set-Up Rules, and Regulations must be signed and agreed upon prior to the commencing of any work to be carried out within the Hotel's premises. The Hotel reserves the right to refuse entry to any contractors/workmen/decorators/etc. engaged by the Organizer, should the Hotel not receive a duly executed copy of such Hotel approved agreement from the Organizer, Exhibitor, Supplier or Contractor immediately upon entry onto Hotel premises during the pre-assigned date and time of ingress and prior to commencement of the works to be carried out. The Organizer shall be liable for any damage to Hotel or Hotel guest property directly or indirectly caused by the Organizer and/or by its contractors/workmen/decorators/etc. and for any and all losses, damages, claims, demands, costs and expenses arising therefrom.

PRE SET UP & REHEARSAL

Early access for pre set-up and/or rehearsal is subject to availability of the function room/ space, and a room rental charge is applicable. If overnight set-up of the meeting room is required, a charge will be levied. The Hotel reserves the right to make the appropriate changes in function venues should there be amendments to the above or availability of more suitable venues.

DECORATION

The Hotel may, subject to payment of any additional fees, provide banners and/or backdrops for the Event with no less than 7 working days' notice. A quotation will be provided to the Organizer upon Hotel's receipt of the required specifications.

Please be advised that signages and/or other promotional materials are not allowed in the Main Lobby, the Garden Wing lobby and the Shopping Arcade. Promotional materials may only be placed at the foyer of the function room/s that you are occupying. The Hotel reserves the right to refuse the display of any banners, backdrops, props or signage that is brought to the Hotel without the prior written consent of the Hotel. All set-ups for Hotel prior-approved props and backdrops to be installed by Organizer's appointed contractors shall be in compliance with safety and fire regulations prescribed by local laws and regulations and by Hotel's fire and safety standards. The Hotel shall not be responsible for any consequences arising from Organizer's breach of such laws, regulations and/or standards.

Initials: _____

AUDIO-VISUAL AND OTHER EQUIPMENT

The Hotel must be notified at least 14 working days prior to the actual Event of use of any video, sound and/or audio equipment. The Hotel reserves the right to refuse or prohibit the use of such equipment if in Hotel's sole and absolute discretion the same shall cause disturbance to other functions within the Hotel or to other Hotel guests during rehearsal or on the day of the Event.

DELIVERY AND CONDITION OF STORAGE

The Organizer shall advise the Hotel no less than 72 hours prior to the delivery of meeting materials, decoration items or any equipment for the Event ("Organizer's Property") so that arrangements can be made to coordinate the delivery of the same through the Hotel service area. All Organizer's Property shall be stored at the Hotel entirely at the Organizer's risk. The Organizer shall indemnify, defend and hold the Hotel, Shangri-La Asia Limited and all of their affiliates, subsidiaries and associated companies, and their respective directors, officers, shareholders, employees harmless from and against any and all losses, damages, claims, demands, actions, penalties, suits, costs, fees and liabilities arising out of, caused by or resulting from or in connection with the Organizer's Property while they are stored on Hotel premises.

If Organizer's Property (or any part thereof) is not claimed within 24 hours after the last scheduled day of the event, the Hotel shall be entitled to dispose of Organizer's Property in any way it deems fit without any liability whatsoever.

INSURANCE

During your event, please do not leave your valuables unattended. You shall be solely responsible for all event materials, equipment and your guests' personal belongings, such as, but not limited to, wardrobe, gifts, prizes, giveaways, exhibits, props, displays, and other such items, whether in the Hotel's public areas or inside the function rooms, unless you or your guest/s have pre-arranged with the Hotel for additional security who shall personally attend to these items. Special security arrangements shall be for your account and subject to a separate contract.

The Company/ Organizer will be obliged to have independent insurance coverage in respect to any equipment/ display items/ valuables/ etc. brought in by the Organizer to the venue of the event and the Hotel shall not in any circumstance, be liable for any loss or damage suffered by the Organizer in respect to such equipment/ display items/ valuables during the course of the event (including the transportation of the same to and from the venue).

FIRE AND SAFETY REGULATIONS

In order to ensure the safety of our guests, the Hotel requires the Organizer and any/all its contractors/ workmen/ decorators/ suppliers/ exhibitors/ etc. engaged or hired by the Organizer to adhere to all Hotel policies, rules & regulations, including but not limited to those governing Hotel fire and safety issues. The Organizer shall be responsible for ensuring that all fire escapes inside the *Santan function room* are not obstructed by seating arrangements, stages, equipment and other set

Initials: _____

up for the Event. No inflammable materials may be brought onto Hotel premises without the prior written permission of the Hotel.

EXHIBIT AND OTHER SET UP

The Organizer is requested to submit a lay-out of exhibit, stage and other kinds of set-up including lighting and technical specifications. All lay-outs are subject to approval of the Hotel's Assistant Chief Engineer, Engr. Norman Honrade. *All contractors and suppliers must secure a restricted pass from Engr. Honrade at least three (3) working days before the event.* The Organizers, exhibitors, suppliers, contractors, decorators, etc. shall use the Hotel's service entrance for any entry and exit of equipment, materials and crew at a time mutually agreed.

HOTEL LIABILITY

The liability of the Hotel arising out of any act carried out pursuant to this agreement whether in contract, tort or otherwise, shall not in any case exceed the original fee to the Organizer for the services pursuant to this agreement. Subject to the foregoing, the Hotel shall in no event be under any liability for any loss or damage (including direct and indirect or consequential losses, loss of contracts, loss of profits, economic or financial losses or anticipated savings) howsoever arising which may be suffered by the Organizer, its ultimate parent company and/or any of their subsidiaries, affiliates and/or associated companies (if any).

SECURITY

The Organizer shall at its own cost and expense arrange its own security to ensure the safety of any valuables kept or used at the Hotel premises during the Event. The safekeeping of any items on display/exhibition shall, at all times prior to, during and after the event, be the responsibility of the Organizer. Armed guards/ security are strictly prohibited. All firearms must be surrendered to the security office prior to entry onto Hotel premises.

EVENT PERFORMANCE SURVEY

At the end of the event, the President and Chief Executive Officer of Shangri-La International hotel Management Limited will send you an email invitation to participate in our Event Performance Survey.

If you prefer not to receive our email invitation, please send your request by email to Shangri-La, International Hotel Management Limited at: qa@shangri-la.com or by mail to: Quality Assurance, Shangri-La Hotels and Resorts, 28/F Kerry Centre, 683 King's Road, Quarry Bay, Hong Kong.

Initials: _____

SPACE HOLD

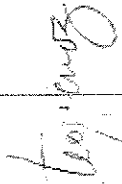
The Hotel has placed a tentative hold on the block of events space as outlined in this agreement. To allow the hotel to confirm the events space on a definite basis, we would appreciate if you could sign on every page and return a copy via fax or email together with the deposit required **on or before January 30, 2014** to indicate your confirmation.

Furthermore, the Hotel reserves the right to release the rooms and banquet bookings for non-compliance. **Verbal agreements will not be honored.** The Hotel reserves the right to sell the guestrooms and function rooms as long as this contract is not yet signed.

Thank you once again for choosing Edsa Shangri-La Hotel, Manila for this important event and we are committed to ensuring a most successful event.

Yours sincerely,

For and on behalf of
EDSA SHANGRI-LA HOTEL & RESORT, INC.



TERESA CRUZ
Events Manager
Date: 27 January 2014
Dir. Tel: 63 2 6338888
Dir. Fax: 63 2 636 9064
E-mail: teresa.cruz@shangri-la.com

For and on behalf of
DEPARTMENT OF FOREIGN AFFAIRS

MS. JENNIFER TORRES
Desk Assistant
Authorized Signatory
Date:



JOPET M. ABELLA
Senior Events Manager
Date: 27 January 2014
Dir. Tel: 63 2 636 9048
Dir. Fax: 63 2 632 7335
E-mail: jopet.abella@shangri-la.com

Initials: _____

Appendix C

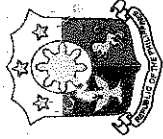
TABLE OF RATING FACTORS FOR LEASE OF VENUE

	RATING FACTORS	WEIGHT (%)	RATING
I.	Availability	100	99
II	Location and Site Condition		
	1. Accessibility	(50)	50
	2. Parking space	(50)	47
		100	97
III.	Neighborhood Data		
	1. Sanitation and health condition	(25)	25
	2. Police and fire station	(25)	25
	3. Restaurant	(25)	25
	4. Banking and Postal	(25)	25
		100	100
IV.	Venue		
	a. Structural condition	(20)	70
	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) =	49.5
II.	Location and Site Condition	X (.1) =	9.7
III.	Neighborhood Data	X (.05) =	5
IV.	Venue	X (.35) =	33
	FACTOR VALUE		99.7

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.

Handwritten signature



Kagawaran ng Hagapang Panlabas

Department of Foreign Affairs

OFFICE OF MIDDLE EAST AND AFRICAN AFFAIRS

EXTREMELY URGENT

MEMORANDUM FOR THE CHAIR, BIDS AND AWARDS COMMITTEE (BAC)

Handwritten signature

From : PETRONILA P. GARCIA
Assistant Secretary

Subject : Request for Issuance of DFA Bids and Awards Committee (BAC) resolution on the lunch and other related expenses for the Philippine Hosting of the 8th PH-South Africa Bilateral Consultative Forum (BCF) on 10 February 2014

Date : 20 January 2014

OMEAA would like to request the DFA Bids and Awards Committee (BAC) for the issuance of a resolution on the hotel accomodation of the members of the Egyptian delegation, lunch to be hosted by the Secretary, transportation and other related expenses for the Philippine Hosting of the 2nd PH-South Africa Bilateral Consultative Forum (BCF) on 10 February 2014.

Budget Estimates

The total cost for the hosting of the BCF is **SIXTY FIVE THOUSAND SEVEN HUNDRED TWENTY FIVE (Php 65,725.00)**.

Please see the enclosed breakdown of the budget.

Methods of Procurement

a. Snacks

SNACKS	Cost/pax	No. of pax	
AM Snacks	300.00	25	7,500.00
PM Snacks	200.00	25	5,000.00
			12,500.00

b. Lunch

LUNCH	Cost/pax	No. of pax	
VIP	1,950.00	20	39,000.00
Staff Meal	650.00	5	3,250.00
			42,250.00

Snacks for the meeting will be held at the 14th Floor, DFA, Manila.

The Lunch will be held at the Diamond Hotel.

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

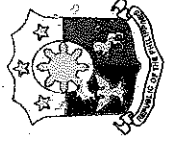
c. Miscellaneous Expense and contingency fund

	Cost	
OMEAA Assec's gift for Head of Delegation	5,000.00	5,000.00
Reserve margin for unforeseen expenses (10%)	5,975.00	5,975.00
		10,975.00

The miscellaneous expenses to be incurred include reserve margin for unforeseen expenses and Assec's gift for head of delegation.

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

Encls: As stated



Kagawaran ng Agnangang Panlabas

Department of Foreign Affairs

OFFICE OF MIDDLE EAST AND AFRICAN AFFAIRS

CERTIFICATE OF AVAILABILITY OF FUNDS

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

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

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

For the Assistant Secretary:

ALVAR E. ROSALES
Department Chief Accountant

Pasay City, 20 January 2014

OFFICE OF MIDDLE EAST AND AFRICAN AFFAIRS

CERTIFICATE OF AVAILABILITY OF FUNDS

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

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

For the Assistant Secretary:

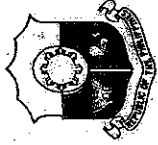
ALVAR E. ROSALES

Department Chief Accountant



Pasay City, 20 January 2014

Kagawaran



Department of Foreign Affairs

Sir Sherwin,
Copy of CAF
and PH-South
Africa BCF
Jen (W.3948)

OFFICE OF FISCAL MANAGEMENT

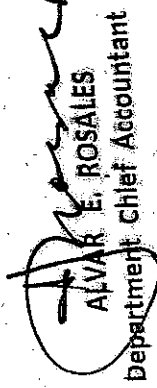
CERTIFICATE OF AVAILABILITY OF FUNDS

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

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

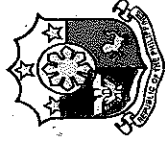
This Certification is issued for whatever lawful purpose it may serve.

For the Assistant Secretary :


ALVAR E. ROSALES
Department Chief Accountant

10 February 2014

02 - 14 - 00 30



Kagawaran ng Magapang Panlabas

De

Affairs

2/24/14
Summary,
Check the activity pack
through last Feb 15, 1
about remainder having
included the last remainder.
P. Garcia

OFFICE OF MIDDLE EAST AND

EXTREMELY URGENT

MEMORANDUM FOR THE UNDERSECRETARY FOR ADMINISTRATION AND
HEAD OF THE PROCURING ENTITY (HOPE)

THROUGH : THE UNDERSECRETARY FOR POLICY, OUP
BAC CHAIRMAN
THE ASSISTANT SECRETARY, OFM DA

From : PETRONILA P. GARCIA
Assistant Secretary

Subject : Request for Supplemental Procurement to the CY 2014 Annual
Procurement Plan (APP)

Date : 03 February 2014

The Philippines will be hosting the 2nd PH-South Africa Bilateral Consultative Forum (BCF) on 10 February 2014 in Manila. Said meeting was not included in the schedule of activities OMEAA prepared for the Project Procurement Management Plan (PPMP) for CY 2014.

In this connection, OMEAA respectfully submits the enclosed supplemental budget for the said event in the amount of **SIXTY FIVE THOUSAND SEVEN HUNDRED TWENTY FIVE (Php 65,725.00)**.

For the Undersecretary's consideration.

☒ Approved ☐ Disapproved

RAFAEL E. SEGUIS
Undersecretary for Administration
Head of the Procuring Entity (HOPE)

OFFICE OF MIDDLE EAST AND AFRICAN AFFAIRS

EXTREMELY URGENT

**MEMORANDUM FOR THE UNDERSECRETARY FOR ADMINISTRATION AND
HEAD OF THE PROCURING ENTITY (HOPE)**

**THROUGH : THE UNDERSECRETARY FOR POLICY, OUP
BAC CHAIRMAN
THE ASSISTANT SECRETARY, OFM**

[Signature]

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

**Subject : Request for Supplemental Procurement to the CY 2014 Annual
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Date : 03 February 2014

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For the Undersecretary's consideration.

☒ Approved ☐ Disapproved

[Signature]
RAFAEL E. SEGUIS
Undersecretary for Administration
Head of the Procuring Entity (HOPE)

[Signature]