

Kagawaran ng Ugnapang Pambatas

Department of Foreign Affairs


## NOTICE OF AWARD

06 June 2014

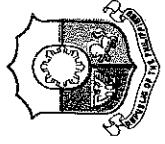
Madam:

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 transportation services during the Team Building Activity of the Office of the Undersecretary for Administration (OUA) to your firm, **Frøehlich Tours**, in the amount of *Nineteen Thousand Nine Hundred Pesos (Php 19,900.00)* 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. RAFFY TIMBREZA**  
Director of Marketing & Sales  
**FROEHLICH TOURS**  
Palanyag Road  
Leonardo Compound  
Brgy. San Dionisio  
Parañaque City



Kagawaran ng Agnapan ng Panlabas

Department of Foreign Affairs

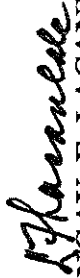
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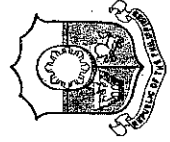
Madam:

Please be informed that, upon the recommendation of the Bids and Awards Committee (BAC) of the Department as contained in the approved Supplemental Annual Procurement Plan No. 2 for CY 2014, the Department of Foreign Affairs is awarding the procurement for the lease of venue during the Team Building Activity of the Office of the Undersecretary for Administration (OUA) to your firm, **Caliraya Beach Resort**, in the amount of *Sixty-Five Thousand Pesos (Php 65,000.00)* only, inclusive of all taxes and other lawful charges, subject to the signing of the Contract.

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Undersecretary for Administration  
and Head of the Procuring Entity

**MS. CHI VILLANUEVA**  
Sales Manager  
**CALIRAYA BEACH RESORT**  
Brgy. Lewin, Lumban  
Laguna



Kagawaran ng Agnayang Panlabas

Department of Foreign Affairs


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6/19/14



Kagawaran ng Agnang Pangkalabasan

Department of Foreign Affairs

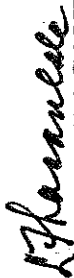
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Brgy. Lewin, Lumban  
Laguna

  
June 19/14


NOTICE OF AWARD

06 June 2014






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**MS. CHI VILLANUEVA**  
Sales Manager  
**CALIRAYA BEACH RESORT**  
Brgy. Lewin, Lumban  
Laguna

Sr. Sp. Asst. N. Servigon	
BAC Chairperson M.F.T. Panglinah	_____
BAC Vice-Chairman J.V.Chan-Gonzaga	
BAC Members: D.T. Ibayan	_____
L.I. De Guzman	
BAC Secretariat:	
Head - A.O. Vallespin	
A. De Asis-Del Mundo	_____
S.P. Toledo	
G.C. Fernandez	_____


## NOTICE OF AWARD




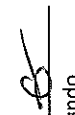

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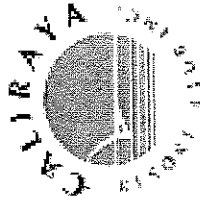
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Brgy. San Dionisio  
Parañaque City



CALIRAYA RESORT CLUB, INC.  
Brig. Lewin, Lumban, Laguna, Philippines  
P.O. Box 30341, Sta. Cruz, Laguna  
HEAD OFFICE: 4/F. St. Francis Square,  
Dona Julia Vargas Avenue. cor. Bank Drive,  
Ortigas Center, Mandaluyong City  
Tel. No. (632) 632-1010 local 586  
Fax No.: (632) 637-7027

June 18, 2014

Name: MS. HERMINIA COMULLO  
Position: COORDINATOR  
Organization: DFA – OUA DEPARTMENT  
Address: Pasay City  
Contact No./s: 834-30-86  
Email Address: hacomullo@yahoo.com

Sources of Booking: REFERRAL

### **CALIRAYA RESORT CLUB INC. REVISE CONTRACT**

Dear Ms. Comullo,

Greetings from **CALIRAYA RESORT CLUB INC.!**

We are pleased that you have chosen us as your venue for your **Teambuilding** this **June 21-22, 2014** (overnight stay), with a minimum guarantee of **25 Adults**. Our special arrangement and packages for your group as follows:

#### **PUBLISHED RATES:**

Number of Pax: **25**  
**2 DAYS & 1 NIGHT STAY**

##### **HOTEL ROOMS**

**1 SINGLE ROOM (1 ADULT IN A ROOM)**

P 7, 800.00net/pax x 1 pax

= **PHP 7, 800.00**

**1 DOUBLE SHARING (2 ADULTS IN A ROOM)**

P 5, 200.00net/pax x 2 pax

= **PHP 10, 400.00**

**2 TRIPLE SHARING (3 ADULTS IN A ROOM)**

P 4, 300.00net/pax x 6 pax

= **PHP 25, 800.00**

**4 QUADRUPLE SHARING (4 ADULTS IN A ROOM)**

P 4, 100.00net/pax x 16pax

= **PHP 65, 600.00**

= **PHP 109, 600.00**

#### **TOTAL AMOUNT**

Discount: (Less 44% PHP 48, 350.00)

#### **DISCOUNTED RATES:**

**2 DAYS & 1 NIGHT STAY**

##### **HOTEL ROOMS**

**1 SINGLE OCCUPANCY (1 ADULT IN A ROOM – QUEENSIZE BED)**

**1 DOUBLE SHARING (2 ADULTS IN A ROOM – 2 SINGLE BED)**

**2 TRIPLE SHARING (3 ADULTS IN A ROOM)**

**4 QUADRUPLE SHARING (4 ADULTS IN A ROOM)**

P 2, 450.00net/pax x 25pax

= **PHP 61, 250.00**

#### **TOTAL AMOUNT**

**PHP 61, 250.00**

#### **MODE OF PAYMENT:**

**\*PAYMENT ON OR BEFORE JUNE 20, 2014**

We agreed to serve and to provide you with the best services and amenities as follows:

- Entrance Fee to the resort (Check in time: 2:00pm / Check out time: 12:00nn)
  - Overnight Accommodation in (air-conditioned rooms and Cable TV)
  - Ferry boat ride (approximately 2-3 minutes)
  - Free Welcome Banner
  - Jeepney transfer inside the resort
  - Fullboard Buffet Meals: 1<sup>st</sup> Meal - Lunch  
2<sup>nd</sup> Meal - Dinner  
3<sup>rd</sup> Meal – Breakfast  
4<sup>th</sup> Meal - Lunch
  - Free flowing hot coffee and tea during meal time
  - Free Teambuilding Activitie with Facilitator (amazing race- 3-5pm)
  - Free Use of Function Room (Ephesus – 8 hours)
  - Free Magic Sing for 3 hours
- Other Facilities that you can use for FREE!
- Use of House of Prayers
  - Free use of Swimming Pools (Adult & Kiddie Pools)
  - Free use of Slide Pinoy, Slip and Slide, Earth ball and Obstacle Course
  - Free use of Inflatable's (Lil Whale Baby Boat, Gecko Ride-on, Super Water Slide, Water Volleyball and Basketball)

**\*\*Optional and subject to availability.**

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## TERMS & CONDITIONS

1. The guest agrees to pay for the amount stated above and other incidental charges for the services and the facilities that will provide by the CALIRAYA RESORT CLUB, INC.
2. The Resort shall charge the guest, and the guest agrees to pay the total number of persons guaranteed and reserved or the actual number of guests present, whichever is higher.
3. Payments may be in cash, any acceptable credit cards or in form of Manager's Check only.
4. A non-refundable 50% deposit, based on the total package is payable upon signing of this contract. Balance, as well as other charges, that are not yet included in the estimated bill, shall be payable in CASH or Credit Card. Payment of the remaining balance shall be made not later than five (5) days before the function or depending on the billing agreement between the guest and the Sales/Reservations Staff of CALIRAYA RESORT CLUB, INC.
5. All rates above are inclusive of 12% VAT.
6. Should there be any reduction in the number of guaranteed and reserved covers, the Resort reserves the right to impose a one night room charge for all rooms or packages reserved.
7. Should reservation be cancelled one (1) day prior to date reserved, the Resort reserves the right to impose 100% charges for all the rooms and facilities reserved. In case the cancellation is made two (2) to seven (7) days prior to arrival date, 50% cancellation fees will be charged based on the estimated bill above. In case of no-show, the full estimated bill shall likewise be charged even if the resort was able to accommodate others on the same reserved dates.
8. Should there be any calamity (typhoons, floods, earthquake etc.) or any unexpected event, the client and his/her guests may request for Rebooking, however, within 18 hours before the check in time, No Cancellation is allowed. The Resort has the right to offer the earliest possible schedule to the client and his/her guests. The client is only given three (3) rebooking opportunities which will only be honored within 3 months from the original date of reservation. Failure to consummate their booking within the said period of time will give the Resort the right to forfeit the reservation/s of the guests.
9. Any food, rentals of facilities and other incidentals which are left unsigned by the guest after the function shall be forwarded to him/her for corresponding payment. If the guest fails to settle the bill within five (5) days from the receipt, the Resort may file the appropriate legal action for the recovery without any need of demand.
10. Any loss, damage or injury that the Resort guests may suffer, attributable to acts or omission of the client and/or his/her guests during the contracted function, whether deliberate or through negligence, shall give rise to the latter's liabilities which the Resort guests may recover under existing laws. The client and/or his/her guests shall keep the Resort free from any liability arising from their acts or omissions which caused loss, damage or injury.
11. The Resort shall not be liable for any damages or loss of merchandise left, during or after the period of stay.
12. Issued keys should be turned over to the Front Office upon check out. Lost key shall be charged P3000.00.
13. The guest agrees that bringing of food and drinks (soft drinks or alcoholic beverages) is strictly prohibited within the resort, however, should the guest wish to bring their own items, standard corkage fees shall be applied accordingly. The guest also fully understands that the Resort is not liable for any illness resulting from consumption of food taken from outside the resort.
14. The resort strictly prohibits cooking or heating of food within any of the resort's lodging facilities (hotel, duplex, cottages, picnic huts, etc.).
15. The guest agrees that gambling, drinking of alcoholic beverages, use of prohibited drugs or smoking is not allowed, except in the assigned designated areas (Driving Range, Zion Shed, Villa Sala, Living Area). A charge of P1,000.00 per violation shall be applied otherwise.




16. The Resort prohibits pets in the rooms or anywhere within the vicinity.
17. The guest understands that room amenities are part of the room set-up and must not be taken anywhere outside the room.
18. Bath Towels (limited number only) will be made available within the Swimming Pool Area ONLY. P300.00 per Towel per instance will be added to the Total Charges if a Room Towel is brought outside (Slip N' Slide, Teambuilding Areas, Lakeside, Mini-Beach, Etc.).
19. The resort prohibits littering, picking of fruits and flowers within the premises. A P50.00 penalty shall be charge otherwise.
20. The guest agrees to turn off lights & air-conditioning unit when leaving the room, and to always ensure that faucets are closed when not in use.
21. The Management does allow placing of signs/posters if there's a requirement, provided that member should seek first for approval.
22. The guest fully understands that the resort club ensures safety and security to everyone. Any firearms or deadly weapons are to be surrendered to the in-house security for safekeeping.
23. The guest agrees that nothing must be attached to the floors, walls, ceilings or columns of the hotel/resort facilities by nails, screws, pins, tapes, double sided tapes, gun tucker or other means; otherwise, any damage shall be chargeable to the guests.
24. Any flammable or explosive materials are not allowed for display or use in any part of the resort premises.
25. Guests fully agree to strictly follow the Meal Schedules: Breakfast at 7:00am to 8:00am only / Lunch at 12:00nn to 1:00pm only / Dinner at 6:00pm to 7:00pm only.
26. Guests are to strictly follow the Room Check-In Time at 2:00pm and Check-Out Time at 12:00nn the following day. Our Housekeeping Staff will access the rooms and start cleaning and setting up for the next room occupants for the day (back-to-back setup) at 12:00NN sharp.
27. Groups or Guests with Lunch (12:00NN to 1:00 PM) as their Last Meal (simultaneous with Check-Out Time) are required to bring all their luggage and stuff to the Function Hall near the Dining Area. They will be assisted by our Jeepney Driver and Bell Staff.
28. We accommodate Day Tour Guests from 7:00am to 5:00pm.
29. The Resort allows indoor activities up to 10:00pm only. Silence should be observed after 11:00pm with respect to other guests.
30. The Resort reserves the right to substitute similar or comparable accommodations/menus/teambuilding schedules for the function in case of fortuitous events/causes beyond its control, and substitution shall be accepted by the guest as full compliance / performance under this Agreement. *(This clause covers the outdoor events and set ups such as Dinner by the lake, Special Banquets or Wedding by the lake, Dining and Cruising by the boat and Teambuilding outdoor activities).*
31. The quoted rates for all the Resort's Guests are already discounted but not exempted from the 12% VAT and other government taxes.

Should these Terms and Conditions are acceptable to you and should you find everything in order, kindly affix your signature provided below.

If this contract agreement is not returned to CALIRAYA RESORT CLUB INC. within 2 days (48 hrs.) from receipt hereof, it is hereby understood and agreed that the addressee automatically acknowledges and accepts that all information contained herein are correct, properly and duly authorized and agreed upon. Our signed proposal will be considered as your affirmation to our mutual agreement.

Thank you very much!

Conforme:

  
**MS. CHI VILLANUEVA**  
SALES MANAGER

**MS. HERMINIA COMULLO**  
COORDINATOR  
DFA – CUA DEPARTMENT

Noted by:

Approved by:

**MR. JASON LEDESMA**  
ASSISTANT DIRECTOR OF SALES & MARKETING

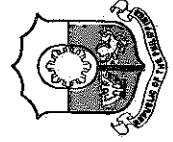
**MS. ROSSEL ABINSAY**  
DIRECTOR OF SALES & MARKETING

## OUA TEAM BUILDING ACTIVITY

21-22 June 2014

Venue	Package inclusions	Quotation
Caliraya Beach Resort Lumban Laguna (Overnight stay)	overnight stay accommodation 2 buffet lunch 1 buffet dinner 1 buffet breakfast team building with facilitator Function room Swimming pools Game facilities	Php2,450 x 25 pax = <b>Php65,000.00</b>
M&H Subic Inc Subic Bay Freezone	Accommodation 2 Snacks 1 Buffet dinner 1 Breakfast 1 Buffet lunch Function room Swimming pools Gift tokens	Php3,145.833 x 25 pax = <b>Php78,645.83</b>
Club Balai Isabel Talisay, Batangas	Accommodation 2 Snacks 1 Lunch 1 Dinnerw Function room Swimming pools Sports game facilities	Php3283.267 x 25 pax = <b>Ph82,081.68</b>

Transportation	Package inclusions/remarks	Quotation
Froehlich Tours Inc.	<ul style="list-style-type: none"> <li>• 33-37 seater mini-bus</li> <li>• Inclusive of toll fees, fuel, driver meals, parking fee, insurance onboard</li> <li>• Client to provide accommodation</li> </ul>	Php19,900.00
Diamond Car Express	<ul style="list-style-type: none"> <li>• 45-seater bus</li> <li>• Inclusive of toll fees, fuel, driver, parking fee</li> <li>• Client to provide meals and accommodation</li> </ul>	Php27,500.00
Bel-Air Bus Charter	<ul style="list-style-type: none"> <li>• 49-60 seater bus</li> <li>• Inclusive of toll fees, fuel, driver, insurance</li> <li>• Client to provide parking fee, meals and accommodation</li> </ul>	Php30,000.00



OFFICE OF THE UNDERSECRETARY FOR FOREIGN AFFAIRS

MEMORANDUM FOR THE CHAIRMAN, BIDS AND AWARDS COMMITTEE

**FROM :** NOEL SERVIGON  
Senior Special Assistant

**SUBJECT :** Request for BAC Resolutions and Notices of Award for the  
Transportation Services and Venue for the OUA Team Building  
Activity, 21-22 June 2014, Caliraya Beach Resort

**DATE :** 5 June 2014

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The Office of the Undersecretary for Administration would like to request BAC Resolutions and Notices of Award for the provision of rental vehicle and venue in connection with the Team Building Activity of the officers and staff of the Office of the Undersecretary for Administration to be held on 21-22 June 2014 at the Caliraya Beach Resort in Lumban, Laguna.

Attached, for BAC's information and appropriate action, are the following:

- Quotations from three (3) activity venues including food and accommodation
- Quotations from three (3) vehicle rental providers, and
- Memorandum request on conduct of the activity with the approval of Undersecretary for Administration.

**OFFICE OF THE UNDERSECRETARY FOR FOREIGN AFFAIRS**

**MEMORANDUM FOR THE CHAIRMAN, BIDS AND AWARDS COMMITTEE**

**FROM :**

  
**NOEL SERVIGON**

Senior Special Assistant

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Request for BAC Resolutions and Notices of Award for the Transportation Services and Venue for the OUA Team Building Activity, 21-22 June 2014, Caliraya Beach Resort

**DATE :**

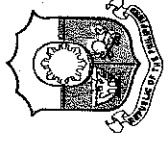
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OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION

MEMORANDUM FOR THE UNDERSECRETARY OF ADMINISTRATION

THRU : The Assistant Secretary, OPAS *ms*  
The Assistant Secretary, OFM *P. 266*

FROM : *NOEL SERVIGON*  
Senior Special Assistant

SUBJECT : OUA Team Building Activity, 21-22 June 2014

DATE : 3 June 2014

In line with Department Order No. 22-2013 dated 21 October 2013, the officers and staff of the Office of the Undersecretary for Administration request the Undersecretary's approval for the conduct of a Team Building Activity on 21-22 June 2014 at the Caliraya Beach Resort in Lumban, Laguna.

The team building aims to build camaraderie, develop coordination, foster unity, and build strong interpersonal relationships among OUA officers and staff that may help achieve individual and group goals.

The amount of **Eighty Seven Thousand Pesos (Php87,000.00)** (Php3,000.00 x 29 pax plus a contingency fund of Ten Thousand Pesos (Php10,000.00) per above Department Order) for the activity shall be chargeable against OUA's MOOE funds.


For the Undersecretary's consideration.

☒ APPROVED ☐ DISAPPROVED

*L. Haranale*

LINGLINGAY F. LACANLALE  
Undersecretary

**MEMORANDUM FOR THE UNDERSECRETARY OF ADMINISTRATION**

FROM :  : **NOEL SERVIGON**

FROM : **NOEL SERVIGON**  
Senior Special Assistant

SUBJECT : OUA Team Building Activity, 21-22 June 2014

DATE : 3 June 2014

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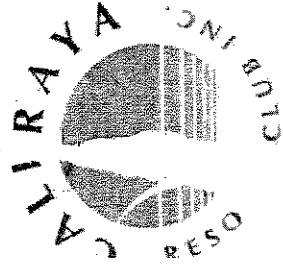
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For the Undersecretary's consideration.

☒ APPROVED ☐ DISAPPROVED

*pd*  
**LINGLINGAY/F. LACANLALE**  
Undersecretary

OUA SSA \_\_\_\_\_  
OPAS ASECR \_\_\_\_\_  
OPAS Exdlr \_\_\_\_\_  
OFM ASECR 1.08  
Action Officer 6/9/14



CALIRAYA RESORT CLUB, INC.

Brgy. Lewin, Lumban, Laguna, Philippines

P.O. Box 30341, Sta. Cruz, Laguna

HEAD OFFICE: 4/F, St. FrancisSquare,

Dona Julia Vargas Avenue. cor. Bank Drive

Ortigas Center, Mandaluyong City

Tel. No. (632) 632-1010 local 586

Fax No.: (632) 637-7027

May 29, 2014

MS. HELEN COMULLO

COORDINATOR

COMPANY: DEPARTMENT OF FOREIGN AFFAIRS

CONTACT NO. /s: 834-30-86

CEL NO:

EMAIL ADDRESS: [hacomullo@yahoo.com](mailto:hacomullo@yahoo.com)

**CALIRAYA RESORT CLUB, INC. PROPOSAL**

Dear Ms. Comullo,

*Greetings from CALIRAYA RESORT CLUB, INC.!*

Thank you for considering CALIRAYA RESORT CLUB as possible venue of your **TEAMBUILDING** tentatively this coming **June 21-22, 2014** (2 Days & 1 Night Stay) with a minimum guarantee of **30 Adults**.

We are also very glad to inform you that we are extending discounts to your company every time you have bookings. And as our valued patron, please see below the special package that you may avail for your group, as follows:

**OVERNIGHT STAY**

**1 DOUBLE SHARING ( 2 ADULTS IN A ROOM)**

**7 QUADRUPLE SHARING (4 ADULTS IN A ROOM)**

**PHP2, 400.00/pax      x      30pax**

**= PHP 72, 000.00**

**TOTAL AMOUNT**

**= PHP 72, 000.00**

**MODE OF PAYMENT:**

**50% DEPOSIT on or Before 3 Days upon Reservation  
PAYMENT UPON CHECK IN**

**= PHP 36, 000.00**

**= PHP 36, 000.00**

**OTHER ACCOMMODATION:**

**TRIPLE SHARING      (3 ADULTS IN A ROOM)**

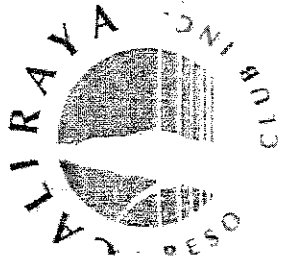
**PHP 2, 600.net/person**

**QUADRUPLE SHARING      (4 ADULTS IN A ROOM)**

**PHP 2, 400.net/person**

**QUINTUPLE SHARING      (5 ADULTS IN A ROOM)**

**PHP 2, 300.net/person**



CALIRAYA RESORT CLUB, INC.

Brgy. Lewin, Lumban, Laguna, Philippines

P.O. Box 30341, Sta. Cruz, Laguna

HEAD OFFICE: 4/F. St. FrancisSquare,

Dona Julia Vargas Avenue. cor. Bank Drive

Ortigas Center, Mandaluyong City

Tel. No. (632) 632-1010 local 586

Fax No.: (632) 637-7027

May 29, 2014

MS. HELEN COMULLO

COORDINATOR

COMPANY: DEPARTMENT OF FOREIGN AFFAIRS

CONTACT NO. /s: 834-30-86

CEL NO:

EMAIL ADDRESS: [hacomullo@yahoo.com](mailto:hacomullo@yahoo.com)

CALIRAYA RESORT CLUB, INC. PROPOSAL

Dear Ms. Comullo,

*Greetings from CALIRAYA RESORT CLUB, INC.!*

Thank you for considering CALIRAYA RESORT CLUB as possible venue of your **TEAMBUILDING** tentatively this coming **June 21-22, 2014** (2 Days & 1 Night Stay) with a minimum guarantee of **30 Adults**.

We are also very glad to inform you that we are extending discounts to your company every time you have bookings. And as our valued patron, please see below the special package that you may avail for your group, as follows:

**OVERNIGHT STAY**

**1 DOUBLE SHARING ( 2 ADULTS IN A ROOM)**

**7 QUADRUPLE SHARING (4 ADULTS IN A ROOM)**

PHP2, 400.00/pax      x      30pax

= PHP 72, 000.00

**TOTAL AMOUNT**

= **PHP 72, 000.00**

**MODE OF PAYMENT:**

50% DEPOSIT on or Before 3 Days upon Reservation  
PAYMENT UPON CHECK IN

= PHP 36, 000.00

= PHP 36, 000.00

**OTHER ACCOMMODATION:**

**TRIPLE SHARING      (3 ADULTS IN A ROOM)**

PHP 2, 600.net/person

**QUADRUPLE SHARING      (4 ADULTS IN A ROOM)**

PHP 2, 400.net/person

**QUINTUPLE SHARING      (5 ADULTS IN A ROOM)**

PHP 2, 300.net/person



VILLA ROOMS (MIN. OF 6 PEOPLE, MAX. OF 8 PEOPLE IN A ROOM)      PHP 2, 300.net/person  
DUPLEX ROOMS (MIN. OF 10-12, MAX. OF 12-15 PEOPLE IN A ROOM)      PHP 2, 200.net/person

**PACKAGE INCLUSIONS:**

- Entrance Fee (Check in time: 2:00pm / Check out time: 12:00nn)
- Accommodation (with air-conditioned and Cable TV)
- Ferry boat ride (approximately 2-3 minutes)
- Jeepney transfer inside the resort
- Fullboard Meals: (2) Buffet Lunch, (1) Buffet Dinner & (1) Buffet Breakfast
- Free Teambuilding (8 Games Selection)
- Free use of Function Room for 8 hours
- Use of House of Prayers
- Free use of Swimming Pools (2 Adult Pools & 1 Kidde Pool) NOW WITH WAVE POOL!
- Free use of Slide Pinoy, Slip and Slide, Earthball and Obstacle Course
- \*\*Optional and subject to availability.

Note:

- All rates above are inclusive of 12% VAT.

**TERMS & CONDITIONS:**

1. Non-refundable reservation fee based on the total package is payable upon signing of this proposal. The balance as well as other charges not yet included in the estimated bill shall be payable in CASH before checking out from the Resort.
2. Payments may be in cash, any acceptable credit cards or in the form of Manager's Check.

**PAYMENTS CAN BE MADE THROUGH:**

Bank: BDO  
Account No.: 661306895  
Account Name: CALIRAYA RESORT CLUB INC.

OR

Bank: ROBINSONS BANK  
Account No.: S/A 109-36-000589-6  
Account Name: CALIRAYA RESORT CLUB INC.

OR

Bank: RCBC COMMERCIAL  
Account No.: S/A 1-315-09990-7  
Account Name: CALIRAYA RESORT CLUB INC.

Or visit our Sales Office located at 4/F ST. FRANCIS SQUARE, JULIA VARGAS AVE., COR. BANK DRIVE,  
ORTIGAS CENTER, MANDALUYONG CITY.

3. The full package bill shall be paid should you cancel reservation one (1) day prior to date reserved above. If cancellation or back out is made two (2) to seven (7) days before the reserved dates, 50% cancellation fees based on the estimated package bill above will be charged. In case of no-show, the full estimated bill shall likewise be charged even if the resort was able to accommodate others on the same reserved dates.
4. Smoking and Drinking of alcohol beverages is restricted to assigned areas only (Driving Range, Zion Shed, Villa Salla/ Living Area). A fine of Php1, 000.00 will be charged for violation of said policy.
5. Meal times should be properly observed as follows:  
Breakfast will be at 7:00 to 8:00 AM, Lunch at 12:00NN to 1:00PM, and Dinner at 6:00 to 7:00PM.
6. Rooms Check In time at 2:00PM while Check Out time at 12:00NN the next day. For DAYTOUR, start at 7:00AM up to 5:00PM.

Should you find everything in order, kindly affix your signature on the space provided below.

I trust our proposal will merit your group's approval and look forward to hearing from you soon.  
Please feel free to contact me directly at **09175126475 / 09228601179 / Tel. Nos. 632-1010 Loc. 586**  
or email me at **chicalirava@gmail.com** if you have questions regarding my proposal.

We look forward to hearing from you soon. Thank you for your interest in our resort and more power!

Very truly yours,

Conforme:

**MS. CHI VILLANUEVA**  
SALES MANAGER

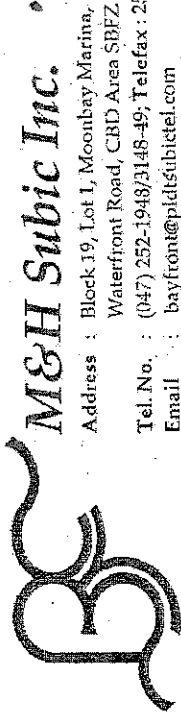
**MS. HELEN COMULLO**  
DEPARTMENT OF FOREIGN AFFAIRS  
Date Signed:

Noted by:

Approved by:

**MR. JASON LEDESMA**  
ASSISTANT DIRECTOR OF SALES & MARKETING

**MS. ROSSEL ABINSAY**  
DIRECTOR OF SALES & MARKETING



**M&H Subic Inc.**

Address : Block 19, Lot 1, Moonbay Marina,  
Waterfront Road, CBD Area SBFZ 2222  
Tel. No. : (047) 252-1948/3148-49; Telefax : 252-2591  
Email : bayfront@pldtsubic.com  
Website : www.bayfrontsubic.com

**BAYFRONT HOTEL**

May 29, 2014

**HELEN COMULLO  
ADMINISTRATIVE OFFICER  
OUA DEPARTMENT OF FOREIGN AFFAIRS**

Mobile No: +63 906-478-3573  
Tel No: 02-839-3086  
Email: hacomullo@yahoo.com

Dear Ms. Comullo

Greetings from BAYERONT HOTEL AND RESTAURANT!

We are pleased to offer and confirm to you the very best package rates according to your request.

TOTAL PACKAGE RATE	PUBLISHED	CORPORATE
Check In Date and Time	Php98,500.00	Php94,375.00
Check Out Date and Time	June 21, 2014	(02:00 PM)
Number of Pax	June 22, 2014	(12:00 NN)
	30 pax	

**INCLUSIONS:**

- ✦ FREE Event Banner
- ✦ FREE Use of indoor swimming pool (9:00am to 9:00pm)
- ✦ FREE Wi-Fi in all rooms
- ✦ FREE Gift Tokens for 30 Pax
- ✦ Over Night Room Accommodation based on:  
Fifteen (15) Superior Rooms Twin sharing (Two Single Beds)
- ✦ Daily Breakfast for 30 Pax on June 22 2014
- ✦ AM Snack for 30 pax on June 22, 2014
- ✦ Buffet Lunch for 30 pax on June 21&22, 2014
- ✦ PM Snack for 30 pax on June 21 2014
- ✦ Buffet Dinner for 30 pax on June 21, 2014
- ✦ Use of Function Room w/ free flowing coffee set-up  
June 21, 2014 10:00am-7:00pm
- ✦ In excess of the above schedule, additional charge of Php 1,000 per hour shall be charged.
- ✦ PA System with 2 wireless microphones
- ✦ Multimedia projector
- ✦ Podium, White Board, White Board Marker and Eraser
- ✦ Conference Kits (Memo Pad, Pens and Mints)

TERMS OF PAYMENT:

- ✦ The hotel policy requires a 50% down payment upon signing of contract. Remaining balance shall be settled a week before the event or on the day of event. All other incidental charges shall be paid right after the event. Payment can be made thru bank deposit.

Bank : Banco de Oro (Subic Branch)  
Account Name : M & H (Subic) Incorporated  
Checking Account # : 5860023872

CANCELLATION POLICY:

- ✦ In case of cancellation less than Fifteen (15) Days prior to arrival date, a fee equivalent to fifty (50) percent based on the contract price shall be charged to you.

NOTE:

- ✦ Our room is good for two (2) with a maximum capacity of four (4) persons. Breakfast for two is included and is served from 6am-10am at Tong Kyung Ann Restaurant. In excess of the two occupants, the hotel requires an extra bed and breakfast per person.

I trust this covers your requirements for any queries please do not hesitate to contact us.

Very truly yours,



UNIMER PRINCESS BOBADILLA  
Sales and Marketing Assistant  
+63 946 333 9416

Noted By:



LIZADEL D. RIVERA  
EA/OIC TO OPS

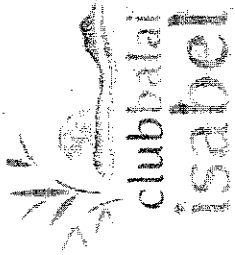
Conforme:

HELEN COMULLO  
ADMINISTRATIVE OFFICER  
DEPARTMENT OF FOREIGN AFFAIRS

Date and Time

If you delight in complete comfort and style, Indulge a little and experience Bayfront Hotel In scenic Subic Bay. The luxury of this humble hotel lies with the superb services it offers – true enough that one can never go wrong. The two-storey 38 room Mediterranean-villa hotel is situated at the heart of Subic, while having an excellent view of the waterfront.

*"Luxury is not quantified nor priced but rather a privilege to experience."*



*taal volcano,  
up close and personal*

Proposed Event Package

May 27, 2014

MS. HELEN COMULLO  
DFA – Pasay City

**SUBJECT : DRAFT CONTRACT (DFA)**

Dear Ms. Comullo,

Thank you for considering Club Balai Isabel for your upcoming event! We are honored to host your (Company Event)

The event specifications as well detailed terms and conditions follow for our common reference:

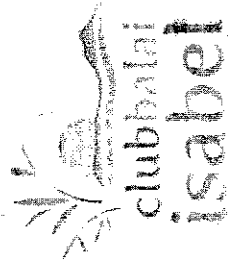
1. Event Date (s): June 21-22, 2014
2. Event Venue/s and Meal/s

Meal/s or Activities	Venues	
	Day 1	Day 2
Breakfast		30 PAX
AM Snacks		30 PAX
Lunch		30 PAX
PM Snacks	30 PAX	
Dinner	30 PAX	
Other Activities		

Site Office:  
Abelle Royale Hotel & Suites  
343 P. Valdez St., Makati City, Philippines  
63 2 8970229 /+63 2 393 8337

Site Office:  
Talisay, Batangas, Philippines  
t+63 43 7280307/+63 43 7730004/  
mobile: +63 917 8721512

Website:  
www. balaisabel.com  
www.facebook.com/ClubBalaisabel  
email: info@balaisabel.com



*total volcano,  
up close and personal*

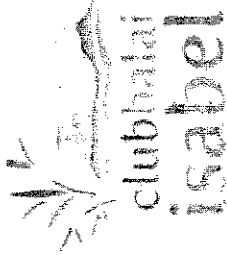
### 3. Event Package Price

Event Package Price	
ROOM CHARGES:	
- 4 UNITS SUPERIOR ROOM Capacity: 2-4 pax per room Bed Configuration : 2 QS Beds Rate: PHP 6,160/night	PHP 18,480.00 (DISCOUNTED RATE)
- 5 UNITS SUITE ROOM Capacity: 3-5 pax per room Bed Configuration : 1 QS Bed; 2 Single Beds W/ Pull-out Bed Rate: PHP 6,325/night	PHP 23,718.00 (DISCOUNTED RATE)
Check-in Time: 03:00 PM Check-out Time: 12:00 NN	PHP 42,198.00
MEALS / VENUE (30PAX)	
Day 1	PHP 51,300.00
- PM Snacks at PHP 180.00	
- Dinner at PHP 550.00	
Day 2	
- Breakfast at PHP 350.00	
- AM Snacks at PHP 180.00	
- Lunch at PHP 450.00	
All Meals will be under Chef's Menu Discretion	
FUNCTION ROOM (INDOOR VENUE)	
- Inclusive of Flowing Coffee, Water,	PHP 5,000.00 (DISCOUNTED RATE)
- Basic Sound System with 1 wired and 1 wireless microphone	
- LCD Projector with Screen	
- Pads and Pencils	
White Board with Marker	
PACKAGE INCLUSIONS:	
- Check-in venue for group arrivals	PHP 5,000.00 (DISCOUNTED RATE)
- Use of our 3 Swimming pools (Kumintang Mega Pool, Terraza Infinity Pool w/ Slide & Talisay Garden Pool) - (Operating Hours 8am-10pm)	
- Use of Basketball / Volleyball / Tennis / Badminton Courts upon availability - Free for 1 HR during Daytime, regular rate in excess (100 / hr. Daytime) / (500 / hr. Daytime)	
- Use of Basketball / Volleyball / Tennis / Badminton Courts upon availability - Free for 1 HR during Daytime, regular rate in excess (100 / hr. Daytime) / (500 / hr. Daytime)	

ales Office:  
abelle Royale Hotel & Suites  
343 P. Valdez St., Makati City, Philippines  
+63 2 8970229 / +63 2 393 8337

Site Office:  
Talisay, Batangas, Philippines  
t+63 43 7280307/+63 43 7730004/  
mobile: +63 917 8721512

Website:  
www.balalaisabel.com  
www.facebook.com/ClubBalalaisabel  
email: info@balalaisabel.com



*Taal volcano,  
up close and personal*

Night time) - (Date: _____ Time: _____) • Free use of <b>Billiard Table &amp; Darts</b> for 1 HR; regular rate in excess (100 / hr. Daytime) - (Date: _____ Time: _____) • Use of our <b>Obstacle Course (Balikatan Camp)</b> for physical activities - Time Specific Reservation - (Date: _____ Time: _____) • Use of our <b>Open Field Areas</b> inside the resort for outdoor physical activities upon availability. • Rates are inclusive of government tax and service charge • All clients are subject to corkage fee & room service fees. Add-On: <b>Function Hall (Outdoor Venue)</b>	
<b>Other Services Offered:</b> <ul style="list-style-type: none"><li>• Spa - Swedish Massage / Hilot</li><li>• Dr. Fish Foot Spa</li></ul>	PHP 600/HR PHP 350/HR
<b>Water Sports:</b> <ul style="list-style-type: none"><li>• Single-Seater - Kayak</li><li>• Pedal Boat</li><li>• Surf Bikes</li><li>• Jet Ski</li><li>• GTX Towable - Min Requirement of 3-4 PAX</li><li>• Banana Boat - Min Requirement of 5-6 PAX</li></ul>	PHP 150/HR PHP 450/HR PHP 450/HR PHP 3,500/HR PHP 1,200/GTX PHP 1,500/BOAT
<ul style="list-style-type: none"><li>• Taal Volcano Trekking - Boat ride (6 PAX)</li><li>• Horseback Riding at Taal Volcano Island</li><li>• Billiards &amp; Darts</li><li>• Sports Gaming Court</li><li>• Bike Rental</li><li>• Hair Cut</li></ul>	PHP 3,500/BOAT PHP 450/PAX 100/HR (DAYTIME) 500/HR (NIGHT TIME) PHP 150/HR PHP 150/PAX
Total Event Package Price/ Contract Amount	<b>PHP 98,498.00</b>
<b>Note:</b> The above rates are inclusive of government taxes. Government taxes and municipality fees are subject to change without prior notice.	

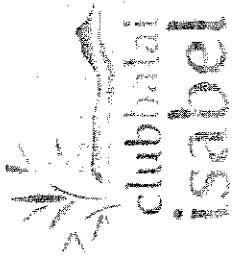
#### 4. Payment Terms

Percentage of the Contract Price	Due On
50%	Upon signing of contract
50 %	2weeks before the event

ales Office:  
abelle Royale Hotel & Suites  
343 P. Valdez St., Makati City, Philippines  
+63 2 8970229 / +63 2 393 8337

Site Office:  
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t+63 43 7280307/+63 43 7730004/  
mobile: +63 917 8721512

Website:  
www.balalisabel.com  
www.facebook.com/ClubBalalisabel  
email: info@balalisabel.com



*total volcano,  
up close and personal*

## 5. Payment Options

- ☐ Cash,  
☐ Credit Card or  
☐ Check subject to three working (3) days clearing.

Payments may be deposited to:

Account Name	Name of Bank	Branch	Account No.
Club Balai Isabel, Inc.	Unionbank	Tanauan	S/A 10253-0008679
Club Balai Isabel, Inc.	BPI-Family Savings	Makati Ave.	6025-068155

Please advise us as soon as payment is made through our bank by sending us a faxed copy of your deposit slip to (02) 897.0229

## Other Terms and Conditions:

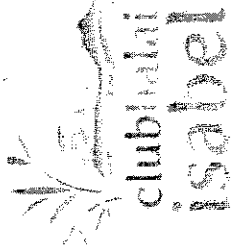
- The CLIENT shall pay any incidental and other additional charges incurred during the function over and above the contract price after the function or upon check-out of the group. The CLIENT may pay either in cash or through credit card acceptable to the RESORT.
- Bills and other expenses incurred during the function which are not part of the package shall be charged to the individual guest on his/her personal account and must be paid upon consumption. All charge shall be included in the CLIENT master folio for inclusion in the billing statement.
- Any loss or damage in the hotel's or resort's property during the use thereof by the CLIENT or the guests of the CLIENT shall be charged to and paid by the CLIENT immediately or upon check-out or the same shall be included in the master folio of the CLIENT.
- For purposes of signing the charges (i.e., incidental food and beverage, rooms and other charges ), the CLIENT hereby designates the following authorized signatories with their specimen signatures:

ales Office:  
abelle Royale Hotel & Suites  
343 P. Valdez St., Makati City, Philippines  
+63 2 8970229 / +63 2 393 8337

Site Office:  
Tallsay, Batangas, Philippines  
(+63 43 7280307/+63 43 7730004/  
mobile: +63 917 8721512

Website:  
www. balaisabel.com  
www.facebook.com/ClubBalaisabel  
email: info@balaisabel.com





*batul volcano,  
up close and personal*

Names	Specimen Signatures
MS. HELEN COMULLO	

12. **Cancellation Charges:** If cancellation is made within thirty (30) days after contract signing and not less than one hundred twenty (120) days before the event, there will be no cancellation charges. However, Club Balai Isabel will charge a portion of the contract price for cancellations made as follows:

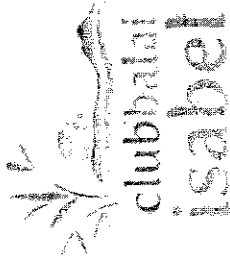
Number of days before the Event	Percentage of the Contract Price to be Charged
60 Days	60%
30 Days	80%
7 Days	90%
3 Days	100%

13. The RESORT shall generally accept an unforeseen increase in the number of guest's equivalent to only ten percent (10%) of the original guaranteed number of persons as indicated by the client. In cases where the resort may accept an increase over ten percent (10%), menus to be served shall be on Chef's Discretion.
14. **Standard check-in time is 03:00 PM and check-out time is 12:00 NN. Any extension will be charged an additional 50% of the Published Room Rate.**
15. In cases of unforeseen events or those beyond the control of the RESORT, the RESORT shall have the right to substitute, with or without notice, the function venue/space, the menu and the other amenities, as may be required under the circumstances.
16. The CLIENT assumes full responsibility for any and all damages, which may be caused by his/her guests and other invitees whether within the function space, or any part of the RESORT, without prejudice to the right of the CLIENT to seek reimbursement from the erring guests/invitees.

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sabelle Royale Hotel & Suites  
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www.facebook.com/ClubBalaisabel  
email: info@balaisabel.com





*food volcano,  
up close and personal*

17. Left Over Food - The RESORT does not give any assurance or guaranty as regards the quality or freshness of the food served and were left over by the guests after the specified meal service period and/or after the end of the function. In this regard, the CLIENT knows that the RESORT does not encourage its guest to take out from the function any "left-over" food. The CLIENT, therefore, assumes full responsibility and holds the RESORT free from any and all liability arising out of the "left over" food taken out but should be accompanied by a "WAIVER" specifying that the RESORT should not be liable for any food poisoning, discomfort, damages or any other causes that may seem unfavorable to the CLIENT.

18. The RESORT & its personnel shall not be liable for its inability to provide the facilities and services subject to this contract if such inability is due to fortuitous event or *force majeure* such as typhoon, flood, natural calamities, fire, war, workers' strikes or slowdowns, riots, civil disturbances, change of status of the Philippine government, and similar events which could not be foreseen. In such event, the CLIENT shall have the option to reset the date of the function but without any liability on the part of the RESORT to pay the damages or interest.

19. The RESORT shall not be liable for damages resulting from physical injuries, death, loss or damage to guests or properties of the CLIENT while at the resort caused directly or indirectly by the CLIENT's other guests, the materials or goods brought -in by the CLIENT or guests of the CLIENT, or by the fortuitous event, force majeure or causes beyond the control of the RESORT.

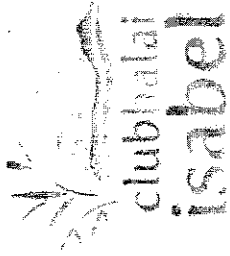
We look forward to a memorable event

Conforme: Signature over Printed Name		
For Club Balai Isabel	For the Client	
 ARTHUR P. QUINTOS Account Executive	May 27, 2014	May 27, 2014
 MYRA L. RAFER Senior Sales Manager	May 27, 2014	MS. HELEN COMULLO DFA

Sales Office:  
Isabelle Royale Hotel & Suites  
4343 P. Valdez St., Makati City, Philippines  
(+63 2 8970229 /+63 2 393 8337

Site Office:  
Talisay, Batangas, Philippines  
(+63 43 7280307/+63 43 7730004/  
mobile: +63 917 8721512

Website:  
www. balaisabel.com  
www.facebook.com/ClubBalaisabel  
email: info@balaisabel.com



*total volcanic,  
up close and personal*

**Note:** We will be holding your reservation request until **May 28, 2014**

Should we receive the signed contract later than the **28<sup>th</sup> of May**, the facilities offered in this letter may no longer be available as other guests would already have signed contracts & availed of them earlier. In such cases:

- Function Room – if that offered is no longer available; a bigger one may be provided but additional charge may be incurred.
- Guest Rooms – if those offered are no longer available and rooms with higher costs are given, upgrade fee will be applied. However, best efforts will be exerted to provide rooms of the same size and cost.
- Banquet Requirements – All meals / menu choices will be under our Chef's Discretion.
- Outdoor Team Building Activities – Time specific reservation slot will be subject to availability.

Contract revised as of (Date: \_\_\_\_\_ Time: \_\_\_\_\_)

**Sales Office:**  
Isabelle Royale Hotel & Suites  
4343 P. Valdez St., Makati City, Philippines  
(+63 2 8970229 / +63 2 393 8337

**Site Office:**  
Talisay, Batangas, Philippines  
(+63 43 7280307 / +63 43 7730004 /  
mobile: +63 917 8721512

**Website:**  
www.balailsabel.com  
www.facebook.com/ClubBalailsabel  
email: info@balailsabel.com

Subject: Re: Inquiry / quotation

From: Raffy Timbreza (raffy.timbreza@froehlich tours.com)

To: hacomullo@yahoo.com;

Date: Monday, June 2, 2014 10:44 AM

Dear Helen,

Below is the updated quotation of your inquiry

Overnight stay ( 2 Days)  
Metro Manila - Lumban Laguna  
1 x 33 - 37 Seater Mini bus  
June 21 - 22, 2014

PHP 19,900.00

Rates are Inclusive of toll fee's, fuel, driver meals, parking fee, insurance onboard.  
Renter / Client will shoulder the Driver Accommodation.

#### OPTIONED 2

Overnight stay ( 2 Days)  
Metro Manila - Lumban Laguna  
1 x 45 - 49 Seater Bus  
June 21 - 22, 2014

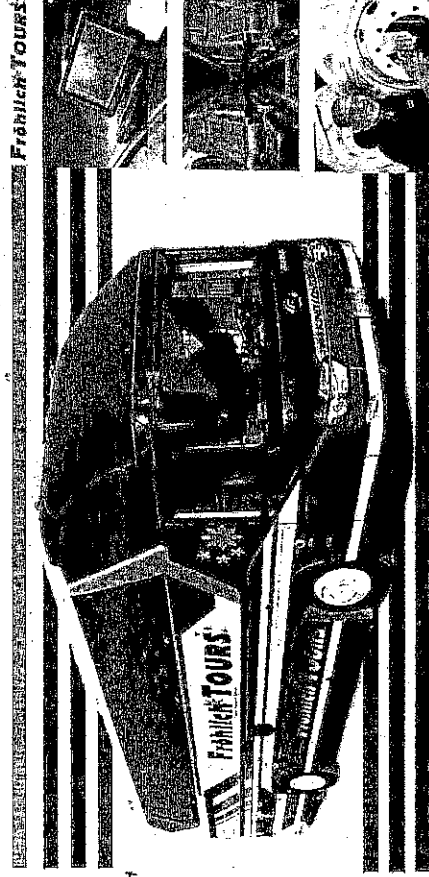
PHP 25,500.00

Rates are Inclusive of toll fee's, fuel, driver meals, parking fee, insurance onboard.  
Renter / Client will shoulder the Driver Accommodation.

with kind regards

**Raffy "Rhalf" Timbreza**  
Director of Marketing & Sales  
Froehlich Tours Inc.  
Tourist Bus Charter & VIP Bus Charter  
DOT accredited Tourist Transportation Service

Palanyag Road  
Leonardo Compound  
Barangay San Dinisio  
1711 Paranaque City / NCR  
Metro Manila, Philippines



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*Diamond Car Express Transport Inc.*  
***"We will get you there!"***

September 10, 2013

Ms. Herminia Comullo  
Department of Foreign Affairs

Dear Ms. Comullo,

Greetings!

In line with your vehicle requirement, we would like to submit our quotation for your study and approval.

Vehicle Type	Destination	Duration	Rate
Bus	Caliraya	Overnight	27,500/bus

Terms and Condition:

1. Rate is net of all applicable taxes.
2. Rate is inclusive of chauffeur service, gasoline, toll and parking fees.
3. Kindly provide meals for the driver.
4. Bus capacity - 45pax
5. Service shall start and end at client's location.
6. Driver's accomplishment report shall be the basis for all additional fees to be charge.
7. Mode of payment:
  - a. Cash or check payable to **Diamond Car Express Transport Inc.**
  - b. Term - 30 days.
8. Cancellation in writing within 2 days - 50% of the principal sum will be charged.
9. Cancellation in writing on the day - 100% of the principal sum will be charged.

We hope the above rates meet your approval. Should you agree with the rates kindly affix your signature conforme in this quotation and e-mail back to us for proper booking and reservation. For further inquiries please do not hesitate to contact us at telephone nos. 09178934164, 09328761214 or 09196056840.

Sincerely,

Conforme:

**Allan S. Dela Cruz**  
President and General Manager

Authorized Signatory  
Position

Unit-C C.I. Complex, 8107 Dr. A. Santos Avenue,  
San Dionisio, Paranaque City

Subject: RE: Request for Quotation

From: inquire@belairbuscharter.com (inquire@belairbuscharter.com)

To: hacomullo@yahoo.com;

Date: Friday, May 30, 2014 2:07 PM

Dear Ms. Herminia,

Greetings from Bel-Air Bus Charter Corp.!

As requested, please find below our rental rates with regards to your shuttle requirements:

#### VEHICLE FEATURES:

- 49-60 Seater Tourist Bus
- Fully Air conditioned
- Equip with audio and video system
- With Seat Cover, individual seat belt and fire extinguisher
- Each passenger is covered with maximum of P 200,000.00 personal accident insurance.

#### ITINERARIES and RATES:

June 21-22                      DFA – Lumban Laguna ( Over Night )  
P 30,000.00/Bus

#### TERMS:

- Rates are inclusive of driver's fee, toll fees, fuel and insurance.
- 50% down payment is required upon confirmation of booking, and 50% on the day of the trip.
- 50% Cancellation charge shall be imposed if the booking is cancelled a day before the trip.
- Bank details: UCPB Metropolitan Branch, Account Name: BEL AIR BUS CHARTER CORP., C/A No. 187-0016467.

<https://>

Print

- If cheque is to be made, please make it payable to Bel-Air Bus Charter Corporation.
- Quotation only Bus availability subject to change without prior notice.

For further inquiries, please do not hesitate to call me.

Thank you.

*Rudy Mariano*  
**Reservation Officer**

**Bel-Air**  
Bus Charter Corporation

2C Sunrise Extension, Tambo Parañaque City 1701  
Tel No. (+632) 853-5555/(+632) 853-4444  
Fax No. (+632) 8538797  
Mobile No. (+63) 917-8000425/(+63) 922-8448714  
Email add: inquire@belairbuscharter.com  
Website: www.belairbuscharter.com



DEPARTMENT ORDER NO. 22-2013

Subject: Guidelines for the Conduct of Team Building Activities in the Home Office  
and Regional Consular Offices of the Department

Section 31, Chapter 5, Title 1, Book V of Executive Order (E.O.) 292 instructs each Department or agency to establish a career and personnel development plan including programs for employees' health, welfare, counseling, recreation and similar services.

Pursuant to Section 1, Rule VIII and Section 1, Rule XI of the Omnibus Rules Implementing Book V of E.O. 292, which direct every department or agency to establish a continuing program for career and development of its personnel; to create an environment or work climate conducive to the development of personnel skills, talents, and values for better public service and good supervisor-employee relations; and to improve employee morale, the conduct of annual team-building and related activities is hereby authorized.

**Section 1. Objectives**

1. To afford every DFA personnel an opportunity to participate in a staff development activity that will enhance teamwork, foster interpersonal relationships and improve team performance; and
2. To provide a more relevant, responsive, and rational set of parameters in the implementation of Team Building Activities (TBA).

**Section 2. Participants**

All officials and employees of the Department holding regular, casual and contractual positions shall participate in the TBA. However, should the TBA be scheduled on a regular working day a skeletal force shall remain in offices with frontline services or critical functions.

**Section 3. Requirements for the Conduct of TBA**

All proposals for the conduct of the TBA shall consider the following:

- Objectives: The objectives of the proposed TBA shall indicate the need of the requesting office to hold the TBA to promote workplace harmony and organizational productivity.
- Team Building Design: The TBA design should provide clear description of the activities and how these will meet the objectives sought to be achieved by the requesting office. It shall specify the allotted time for the activities as well as the time for relaxation, recreation and social awareness. The said design shall also be the basis for the preparation of the evaluation report to be submitted to OPAS.
- Duration of the TBA: The activity shall last for at least one (1) working day inclusive of travel time. The office may be allowed to conduct the activity for two (2) days provided that the second day falls on a weekend/holiday and the total budget shall not exceed the prescribed amount. One TBA session may also be divided into two (2) sessions and may be conducted on separate dates and venues.

- Schedule of TBA: The TBA for every office shall be held not more than twice a year, on the days where no critical functions may be affected. The approving authority shall ensure that the TBA shall not be conducted simultaneously by the different offices in the Department.
- Budget Proposal: A detailed summary of expenses shall form part of the TBA design. The allotment per employee-participant for the TBA shall be subject to the limitations of the Maintenance and Other Operating Expenses (MOOE) of the requesting office. The Office's budget proposal shall be guided by the following:
  - a. Each participant shall be entitled to a Php 3,000.00 budget per year to cover food, accommodation, rent of facility and airfare, whenever applicable. A contingency fund of Php 10,000.00 for every TBA is authorized per office for the following unexpected expenses:
    - i. For land travel - toll fees, re-fueling of service vehicles for long distance trips, vulcanizing of flat tires, and repair/replacement of spare tires in case of breakdown;
    - ii. For air travel – terminal fee and transportation expenses in going to and from the airport and venue for said activity; and
    - iii. For sea travel - terminal fee and transportation expenses in going to and from the port and venue for said activity.

No funding allocation shall be provided to any official or employee excused from participating in the scheduled activity of his/her office for justifiable reasons. If an authorized official or employee fails to attend the activity, his/her share in the office allocation shall be returned / refunded.

- b. The designated Special Disbursing Offices are authorized to handle cash advance to cover the expenses for said activity, which shall be liquidated within thirty (30) calendar days after the completion of activity.
- c. The drivers, providing transportation services for the TBA, are authorized to collect a per diem of Php 800.00 per day. If the driver also participates in the TBA, the per diem he is authorized to collect shall be based on the actual number of driving hours rendered.
- d. The disbursement of funds is subject to existing budgeting, accounting and auditing rules and regulations.
- Venue and Security: The Offices are encouraged to conduct an ocular inspection, if possible, to ensure the safety of personnel participating in the TBA. Expense for the ocular inspection should be included in the budget proposal.



The Office shall be circumspect, prudent, and judicious in identifying the proposed venue of the TBA. In choosing a venue, the following shall be considered:

- a. A place that offers the most reasonable rates and facilities for the TBA.
- b. The location must support the TBA's objectives.
- c. If possible, the Office shall scope out different locations and identify one that may heighten social awareness.

The Head of Office or next-in-rank shall immediately advise OPAS of any emergency or contingency affecting the safety or security of the staff that may arise during the TBA and seek appropriate instructions.

- **Facilitators:** A resource person may be hired from the Foreign Service Institute (FSI) or consultancy firms duly accredited by the FSI. The resource person/facilitator may likewise come from within the Department depending on the topics to be discussed and the methodologies to be utilized in the TBA.
- **Skeletal Force:** For those offices with frontline services or critical functions, the Head of Office shall arrange for the skeletal force to come from its own office.
- **Penalty for Non-Participation/Attendance:** All officials or employees or employees who sign up to attend the TBA shall be required to attend all the sessions. The official or employee, who fails to attend any of the scheduled session, shall be required to pay a portion of the total budget allocated for his participation computed on the basis of the percentage allocation of the session missed.

#### **Section 4. Procedure for Processing of Funds**

In the processing of funds for the TBA, the following procedures shall be observed:

- a. The requesting office shall submit to OPAS its proposal for a TBA. OPAS shall evaluate the request based on the requirements set under these guidelines and forward its recommendations to OUA.
- b. OUA shall approve the TBA proposal and forward it to OFM-Budget Division for funding.
- c. Upon securing a Certificate for Availability of Funds from OFM-Home Office Accounting Section, OFM – Budget Division shall facilitate the release of funds.

#### **Section 5. Reporting**

The requesting office shall submit a report to OUA, with copies furnished to OPAS and OFM, within ten (10) days after the conduct of the TBA. The report shall include the following highlights:

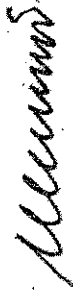
- a. How the objectives of the TBA were met;

- b. Learning /insights of the participants and its application;
- c. Recommendations and areas for improvement;
- d. Names of participants for updating of Personnel Information Sheet and Issuance of certificates of attendance; and;
- e. Report of total expenditures.

**Section 6. Separability Clause.** If any part of this order is declared contrary to law or unconstitutional by competent authority, the other parts not covered by such declaration shall remain in full force and effect.

**Section 7. Repealing Clause.** All other Department issuances or parts thereof inconsistent with the provisions of this Order are hereby repealed or amended accordingly.

**Section 8. Effectivity Clause.** This Department Order shall take effect fifteen (15) days from the date of filing thereof with the Office of the National Administrative Register (ONAR) of the UP Law Center.



**ALBERT F. DEL ROSARIO**  
Secretary of Foreign Affairs

Pasay City **OCT 21 2013**

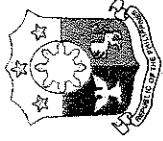
## Appendix C

### TABLE OF RATING FACTORS FOR LEASE OF VENUE

	RATING FACTORS	WEIGHT (%)	RATING
I.	Availability	100	100
II	Location and Site Condition		
	1. Accessibility	(50)	50
	2. Parking space	(50)	50
		100	100
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)	20
		100	95
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	98

	RATING FACTORS	WEIGHT (%)	RATING
I.	Availability	100 X (.5) = 50	
II.	Location and Site Condition	100 X (.1) = 10	
III.	Neighborhood Data	95 X (.05) = 4.75	
IV.	Venue	98 X (.35) = 34.3	
	FACTOR VALUE	99.5	

**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.



Kagawaran ng Agnang Pangkalabayan

Department of Foreign Affairs

OFFICE FISCAL MANAGEMENT

CERTIFICATE OF AVAILABILITY OF FUNDS

This is to certify that the amount of **EIGHTY NINE THOUSAND FIVE HUNDRED PESOS ONLY (PhP 89,500.00)** is available to cover the accommodation and meals (PhP69,600.00) in connection with the team building activity at Caliraya Beach Resort in Lumban, Laguna on 21-22 June 2014, including transportation expenses (PhP19,900.00), chargeable against OUA's MOOE, subject to existing accounting, auditing and procurement laws, 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

16 June 2014

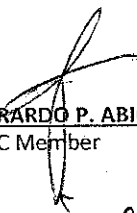
**SUPPLEMENTAL ANNUAL PROCUREMENT PLAN NO. 2 FOR CY 2014**

Code	Program/Activity/Project	End-User	Mode of Procurement	Schedule for Each Procurement Activity										PRF	Estimated Budget, PHP		Remarks/Activity (Brief Description of Program/Project)
				Pre-Proc. Conf.	Ads/Post	Pre-Bid Conf.	Sub/Open of Bids	Notice of Award	Contract Signing	Notice to Proceed	Delivery/Completion	Acceptance Turnover	MOOE		CO		
1	Hosting of Events/Activities/Trainings																
	a. Roundtable Discussion on Security Developments in Asia Pacific Region in Moscow, Russia	OUP	Negotiated Proc. (HTC)								May-Dec 14			178,332.00		To include the hiring of Prof. Clarita R. Carlos, Ph.D. as Consultant	
	b. Meetings of UN Panel of Experts on Iran Sanctions	UNIO	LOV/SVP/S								May-Dec 14			150,000.00		To include hotel accommodation, luncheon/dinner, transportation, etc.	
	c. 8th Round of the Ph-US Negotiations on the Enhanced Defense Cooperation Agreement (EDCA)	OAA	LOV/SVP/S								Apr-14			61,737.50		To include meals and luncheon	
	d. 2014 PH Commemoration of Int'l Day of UN Peacekeepers	UNIO	SVP/S								May- Dec 14			48,615.00		To include various souvenir items and supplies (crystal plaque, certificate frame and paper)	
	e. Luncheon in honor of Czech AEP	OP/OSEC	LOV								May-Dec 14			40,000.00			
	f. Team Building Activity	OAA	LOV/SVP/S								May-Dec 14			93,950.00		To include transportation, accommodation and honorarium	
	g. Psychological Wellness Program	OPAS	SVP								May-Dec 14			497,600.00			
	h. Visit of the Foreign Minister of Bahrain	OMEAA	LOV/SVP/S								May-Dec 14			580,539.52		To include hotel accomodation, transportation, catering and gifts	
	i. ASEM Manila Conference on Disaster Risk Reduction and Management	PISU	SVP/S								May-Dec 14			75,000.00		To include catering services, lease of cocktail tables, printing and incidental expenses	
Team Building Activity	WPS-OUP	LOV/SVP/S								May-Dec 14			47,000.00				
	OMEAA	LOV/SVP/S								May-Dec 14			74,402.00				
	OAA	LOV/SVP/S								May-Dec 14			87,000.00				
2	Office Supplies/Devices/Equipment/Furniture																
	a. Filing Cabinets and Printers	OP	SVP/S								May-Dec 14				60,000.00	Chargeable to unused portion of Capital Outlay in 2013	
	b. Various office supplies	OMEAA	SVP/S								May-Dec 14			167,685.80		To be procured through DBM-PS	
	c. Window Roller Blinds	OPAS/OCA	SVP								May-Dec 14		336,287.20				
	d. Automatic Voltage Regulator	OPAS	SVP								May-Dec 14		180,000.00			For the Department's Power Generator	
	e. Presentation Folders	OMEAA	Shopping (b)								May-June 14			7,500.00			
	f. Fax Machine and Ribbons	OUMWA	SVP/S								May-Dec 14			13,850.00	6,075.00		
	g. Dry and Wet Seals	OPAS	Shopping (b)								May-Dec 14			33,900.00		for the official use of various FSPs and RCOs	
	h. Window Glass	OPAS	SVP								May-Dec 14			112,000.00			
	i. Construction Supplies	OPAS	SVP								May-Dec 14			444,175.00			
	j. Various Appliances	OSEC	SVP								May-Dec 14				214,570.00	Chargeable to unused portion of Capital Outlay in 2013	
	k. Electronic Cash Register Machines	OFM	SVP								May-Dec 14		228,000.00			for the official use of PRF and Mobile Passport Service -OCA	
	l. Dry and Wet Seals	OPAS/OCA	S/SVP								May-Dec 14			33,900.00		For various FSPs and RCOs	
3	Others																
	a. System upgrade of ePassport SCAN Storage Capacity	OCA	DC								May-Dec 14			2,904,210.00		For the SIDES Application and AFIS Databases	
	b. Re-upholstery of Sofa Set and Side Chairs	UNIO	SVP								May-Dec 14			30,000.00			
	c. Repair of Escalators at the OCA-ASEANA	OCA	Public Bidding								May-Dec 14			3,327,060.00			
	d. Research Project APEC 2014	OUIER	Agency-to-Agency								Jun-14					Extension of MOA between DFA and PIDS (at no cost to the Dept.)	
	e. Machine Readable Travel Documents (with IC Chip)	OCA	Agency-to-Agency								May-Dec 14			310,340,000.00			
	f. Consultant for the DFA Building Renovation and Retrofitting	OUA/OPAS	HTC								May-Dec 14				5,000,000.00		
	g. Fabrication of DFA Reception Table	OSEC/OPAS	SVP								May-Dec 14			285,753.60			
4	Repair and Maintenance																
	a. Annual Chemical Water Treatment of Centralized AC System	OPAS	SVP								May-Dec 14			450,000.00		located at OCA-ASEANA	
	b. Supply and Installation of AC Diffusers	OPAS	SVP								May-Dec 14			48,490.00			
	c. Rewinding and Bearing Replacement of Cooling Tower Fan Motor	OPAS	SVP								May-Dec 14			13,500.00			
	d. Repair of Aircon Unit	OPAS	SVP								May-Dec 14			47,000.00			
	e. Annual Change Oil & Servicing of Chillers and AC Pumps	OPAS	SVP								May-Dec 14			450,000.00			
	f. Supply of V-Belt for Cooling Tower	OPAS	SVP								May-Dec 14			49,100.00			
	g. Repair and Restoration of Fancoil Units of AC System	OPAS	SVP								May-Dec 14			487,000.00		located at OCA-ASEANA	
	h. Maintenance of Cash Register and Money Counter Machines	OFM	SVP								May-Dec 14			152,000.00			
	i. Repair of One (1) Elevator Unit	OPAS	Emergency/SVP								May-Dec 14			180,000.00		located at OCA-ASEANA	
	j. Repair of One (1) Carrier S.DTR Mounted Type Aircon Unit and Condensing Unit Outdoor Compressor (scroll type)	OPAS	SVP								May-Dec 14			47,000.00			
5	Foreign Travels																
	Special Meeting of ASEAN Coordinating Council (ACC) Myanmar	ASEAN	Negotiated Proc.								CY 2014			441,090.00			
	ASEAN Coordinating Council Meeting (ACC) -Myanmar	ASEAN	Negotiated Proc.								CY 2014			441,090.00			

SUPPLEMENTAL ANNUAL PROCUREMENT PLAN NO. 2 FOR CY 2014

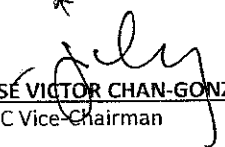
RECOMMENDING APPROVAL:

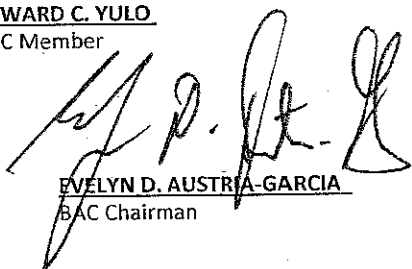
  
BERTRAND THEODORE L. SANTOS  
BAC Member

  
GERARDO P. ABIOG  
BAC Member

EDWARD C. YULO  
BAC Member

  
GONARANO B. MUSOR  
BAC Member

  
JOSE VICTOR CHAN-GONZAGA  
BAC Vice-Chairman

  
EVELYN D. AUSTRIA-GARCIA  
BAC Chairman

\*\*

*Alternative Methods of Procurement:*

*S - Shopping*

*SVP - Small Value Procurement*

*LRP - Lease of Real Property*

*DC - Direct Contracting*

*LOV - Lease of Venue*

*HTC - Highly Technical Consultant*

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

  
LINGLINGAY F. LACANLALE

Undersecretary and Head of the Procuring Entity