




NOTICE OF AWARD

16 May 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 2nd ASEAN Regional Forum (ARF) Seminar on UNCLOS which will be held on 28-29 May 2014 to your firm, **Enterprise Leasing Corporation**, in the amount of *Twenty-Three Thousand Two Hundred Pesos (Php 23,200.00)* 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

MS. ANNA N. SY

Sales & Marketing Manager
ENTERPRISE LEASING CORP.
2317 Aurora Blvd. (formerly Tramo)
Pasay City

Rec'd Anna N. Sy
19 June '14

NOTICE OF AWARD

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Pasay City

Sr. Sp. Asst. N. Servigon	
BAC Chairman E.D. Austria-Garcia	
BAC Vice-Chairman J.V.Chan-Gonzaga	
BAC Members: E.C. Yulo	_____
G.P. Abiog	_____
G.B. Musor	
B.T. L. Santos	
End-User Representative:	
Asst. Sec. L.T. Cruz	2/15
BAC Secretariat:	
Head - A.O. Vallespin	
A. De Asis-Del Mundo	_____
S.P. Toledo	
G.C. Fernandez	_____

8837-14



OFFICE OF ASEAN AFFAIRS

EXTREMELY URGENT

MEMORANDUM FOR THE CHAIR, BIDS AND AWARDS COMMITTEE

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

SUBJECT : **Request for issuance of DFA Bids and Awards Committee (BAC) resolution for the rental of vehicle to be used at the hosting of the 2nd ASEAN Regional Forum (ARF) Seminar on UNCLOS to be held on 28-29 May 2014 at Manila Hotel, Manila**

DATE : 15 May 2014

ASEAN respectfully requests the DFA Bids and Awards Committee's issuance of a resolution on the rental of vehicles to be used for the subject meeting on 28-29 May 2014 (exclusive of arrival and departure of delegates/ingress and egress).

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

Following is a comparative summary of the attached quotations:

COMPANY	PARTICULARS	AMOUNT (in Php)
Enterprise Leasing Corporation	Toyota Grandia – P5,800.00/day x 4 days Rate is for 10 hrs./day Hourly rate of P550.00 beyond 10 hrs. package Designated personnel will be provided for operational assistance Parking and toll fee for renter's account Out-of-town trips – different rate will apply Chauffeurs- with proper uniform and equipped with cellphone for easy communications Payment shall be made thru government payment system	23,200.00
SMBCLT Travel & Tours Services	Toyota Grancia GL-P8,000.00/day x 4 days Rate is for 9 hours a day Above rates include chauffeur service within Metro Manila Fuel, Tax and Insurance included Rates for excess hour after 9 hrs. – P800.00 Parking and toll fees not included 50% downpayment required before delivery date & balance to be paid after rental	32,000.00
Hertz Philippines	Toyota Grandia GL – P8,000.00 x 4 days Rate is for 8 hrs./day inclusive of waiting time Fuel within Metro Manila Sucharge of P1,500.00 per day for out-of-town trips Parking & toll fees not included 50% downpayment required upon delivery of unit	32,000.00

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



OFFICE OF ASEAN AFFAIRS

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Assistant Secretary

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MATRIX FOR TRANSPORTATION

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SMBCLT Travel Tour & Services	<p>Toyota Grandia GL – P8,000.00/day x 4 days= Rate is for 9 hours a day Above rates include chauffeur service within Metro Manila Fuel, Tax and Insurance included Rates for excess hour after 9 hrs. – P800.00 Parking and Toll fees not included 50% downpayment required before delivery date & balance to be paid after rental</p>	32,000.00
Hertz Philippines	<p>Toyota Grandia GL – P8,000.00/day x 4 days = Rate is for 8 hrs./day inclusive of waiting time Fuel within Metro Manila Surcharge of P1,500.00 per day for Out-of-Town trips Parking and Toll Fees not included 50% down payment required upon delivery of unit</p>	32,000.00

ENTERPRISE Leasing Corporation

2317 Aurora Boulevard (formerly Tramo), Pasay City
Sale and Marketing: Tel No. (02) 855-7734
Accounting: Tel. No. (02) 855-7736
Operations: Tel. No. (02) 855-7731
Auto Fax: (02) 851-4291
E-mail: elc.operations@yahoo.com

May 8, 2014

ASEAN AFFAIRS
DEPARTMENT OF FOREIGN AFFAIRS
S/F DFA Bldg. Roxas Boulevard, Pasay City
Tel. No.: 834-4534

Attention: **ASEC. LUIZ T. CRUZ**
Assistant Secretary

Dear **ASEC. CRUZ**,

We are pleased to offer our **PACKAGE RENTAL SERVICES** (Chauffeur-Driven) for your transportation requirement scheduled on May 27-30, 2014 at the following rates:

RENTAL PERIOD	CAR MAKE	NO. OF DAYS	NO. OF UNITS	DAILY (10 Hrs.)
May 27-30, 2014	Grandia	4	1	P 5,800.00

- Above rates include Chauffeur Service within Metro Manila, Fuel, Tax and Insurance
- Chauffeurs are wearing proper uniforms and equipped cellphones for easy communications.
- Parking and Toll Fee are for the renter's account.
- An hourly rate of P 550.00 beyond ten (10) hours package.
- Different rates will apply for Out-of-Town Trips.
- Designated Personnel will be given for operational assistance.
- Reservation shall be made one (1) week prior the actual transaction.
- Payment shall be made thru government payment system.

Should this merit of your approval a signature on the conforme will be required by the office as basis of your acceptance.

Thank you.

Very truly yours,

Pablo Frigueros
FOR: ANNA N. BX
Sales & Marketing Manager

Conforme:

ASEC. LUIS T. CRUZ
Assistant Secretary



MANILA TRAVEL TOUR AND SERVICES

Unit 7, Building A, Alabang City Terminal
Alabang, Muntinlupa City
1702, Philippines

Phone Number: + 632-6598389

Email Address: smbcltransport@yahoo.com ; Website Address: www.manilarentavan.com

**ASEAN AFFAIRS
DEPARTMENT OF FOREIGN AFFAIRS
5/F DFA Bldg. Roxas Boulevard, Pasay City**

ATTENTION: ASEC. LUIZ T. CRUZ

Dear Sir,

Greetings From SMBCL!!!

We are pleased to offer our **DAILY RATES** for your requirement on at the following conditions:

Unit Model	Rate For 1 st 9 Hours
Grandia GL	Php 8,000.00/day

- > Above rates include Chauffeur Service within Metro Manila, Fuel, Tax and Insurance
- > Php 800.00 for any excess hour.
- > Parking and Toll Fee are not included.
- > Different rates will apply for Out-of-Town Trips.
- > 50% Downpayment is required before the delivery date and balance must be made after rental.

We are looking forward to serve your transport requirement.

Thank you.

Very truly yours,


Ms. ROWELLIDA C. BALAGTAS
 Operations Manager



May 8, 2014

ASEC. LUIZ T. CRUZ
ASEAN AFFAIR
DEPARTMENT OF FOREIGN AFFAIRS
DFA Bldg. Roxas Boulevard, Pasay City

Gentlemen,

Greetings From Hertz Philippines!!!

We are pleased to offer our **PACKAGE RENTAL SERVICES (Chauffeur-Driven)** for your transportation requirement scheduled on May 26-30,2014 at the following rate:

CAR MAKE	DAILY (1ST 8 HRS.)	EXCESS HOUR
Grandia, GL	Php 8,000.00	Php 800.00

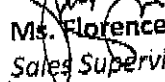
Package Inclusions:

- 8 hours use of vehicle inclusive of waiting time.
- Fuel within Metro Manila
- A surcharge of P 1,500.00 per day for Out-Of-Town Trips.
- Parking and Toll Fees are not included
- 50% Donpayment are required upon delivery of unit.

We are looking forward to serve your transport requirement.

Thank you.

Very truly yours,


Ms. Florence Suaja
Sales Supervisor



PhilGEPs

Philippine Government Electronic Procurement System

Central Portal for
Philippine Government
Procurement Opportunities

[Help](#)

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 2647012
Procuring Entity DEPARTMENT OF FOREIGN AFFAIRS - MAIN
Title Transportation Services for the 2nd ASEAN Regional Forum Seminar UNCLOS on 27-30 May 2014
Area of Delivery Metro Manila

Solicitation Number: BAC-143-2014 Trade Agreement: Implementing Rules and Regulations Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9) Classification: Goods Category: Transportation and Communications Services Approved Budget for the Contract: PHP 8,500.00 Delivery Period: 3 Day/s Client Agency:	Status	Active
	Associated Components	1
	Bid Supplements	0
	Document Request List	2
	Date Published	09/05/2014
	Last Updated / Time	09/05/2014 00:00 AM
	Closing Date / Time	16/05/2014 10:00 AM
Description Requirement: - can accommodate equipment & supplies to be transported to DFA and venue - transportation of secretariat - to include chauffeur, fuel and parking - chauffeur meals not included		

Created by Sherwin Toledo
Date Created 08/05/2014

The PhilGEPs team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPs only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.



OFFICE OF FISCAL MANAGEMENT


CERTIFICATE OF AVAILABILITY OF FUNDS

This is to certify that the amount of **FIVE MILLION PESOS ONLY (Php 5,000,000.00)** is available to cover expenditures for the hosting of the 2nd ASEAN Regional Forum (ARF) Seminar on UNCLOS in Manila from 28-29 May 2014, chargeable against ASEAN's MOOE, subject to existing accounting and auditing rules and regulations.

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

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

For the Assistant Secretary:


ALVAR E. ROSALES
Department Chief Accountant

12 May 2014

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

LORRAINE M. ESPIRITU
ACTING DIRECTOR



OFFICE OF ASEAN AFFAIRS

MEMORANDUM FOR THE UNDERSECRETARY FOR ADMINISTRATION, OUA

THROUGH : THE ASSISTANT SECRETARY, OFM *ON*

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

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

DATE : 30 April 2014

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

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

Attached is the abovementioned ICF proposal, for reference.

For the Undersecretary's consideration.

Approved Disapproved

L. Lacanlale
LINGLINGAY F. LACANLALE
Undersecretary for Administration

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CENTRAL RECORDS DIVISION
DEPARTMENT OF FOREIGN AFFAIRS

08 MAY 2014

Lorraine M. Espiritu
LORRAINE M. ESPIRITU
ACTING DIRECTOR

Enclosure/s: as stated

OFFICE OF ASEAN AFFAIRS
INTERNATIONAL COMMITMENT FUND
Budget Proposal

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DEPARTMENT OF FOREIGN AFFAIRS

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

A. Description of the Meeting

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

B. Legal Basis

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

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

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

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

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

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

1) Transparent, accountable and participatory governance

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

2) Just and lasting peace and the rule of law

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

D. Expected Outcome/s

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

E. Post-Conference Output Integration Plan

1) Inter-Office and Inter-Agency Meetings

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

2) Stakeholder Consultations

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

F. Participants

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

Budget:

- Participation

1. No. of Stay/Day

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

2. Participating Delegation

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

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

3. Administrative and Substantive Secretariat

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

G. Program of Activities (Tentative)

Day 1

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

Day 2

8:00 – 8:30 A.M. - Registration

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

8:45 – 9:00 A.M. - Break

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

10:30 – 10:45 A.M. - Coffee Break

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

12:00 – 1:30 P.M. - Lunch

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

3:00 – 3:15 P.M. - Coffee Break

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

7:00 – 9:00 P.M. - Welcome Dinner

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DEPARTMENT OF FOREIGN AFFAIRS

08 MAY 2014

Lorraine M. Espiritu
LORRAINE M. ESPIRITU
ACTING DIRECTOR

Day 2

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

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DEPARTMENT OF FOREIGN AFFAIRS

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

H. Detailed Expenditures in Peso

- Projected Expenditures in Pesos

1. Accommodation

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

2. Rental of Function Rooms

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

3. Transportation

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

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

4. **Meals**

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

5. **Miscellaneous Expenses**

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

08 MAY 2014

 LORRAINE M. ESPIRITU
 ACTING DIRECTOR

6.

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

• Work Program

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

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

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DEPARTMENT OF FOREIGN AFFAIRS

08 MAY 2014

Lorraine M. Espiritu
LORRAINE M. ESPIRITU
ACTING DIRECTOR



2nd ASEAN REGIONAL FORUM SEMINAR ON UNCLOS
28-29 May 2014
Manila, Philippines

ADMINISTRATIVE ARRANGEMENTS

1. Conference Date and Organisers

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

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

2. Venue

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

Manila Hotel
One Rizal Park, Manila, Philippines
Tel +632 527 0011
Fax +632 527 5348
Email
www.manila-hotel.com.ph

3. Participation

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

4. Registration and Identification Badges

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

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

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

5. Workshop conduct

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

6. Logistical Arrangements

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

a. Accommodation

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

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

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

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

b. Flights

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

c. Airport Transfer

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

d. Meals

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

7. Immigration (Visa) Requirements

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

8. Insurance and Medical Facilities

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

9. Electricity

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

10. Contact Persons

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

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

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



MEMORANDUM FOR THE UNDERSECRETARY FOR ADMINISTRATION

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

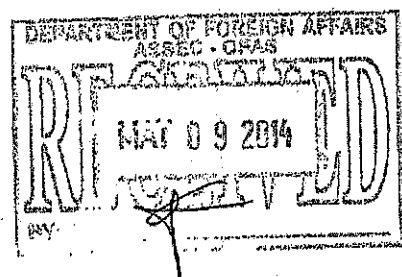
FROM : 
LUIS T. CRUZ
Assistant Secretary

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

DATE : 6 May 2014

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

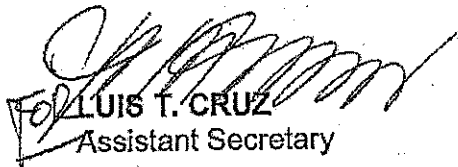
For the Undersecretary's consideration.





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