




NOTICE OF AWARD

07 April 2014

Madam:

Please be informed that, upon the recommendation of the Bids and Awards Committee (BAC) of the Department as contained in its Resolution No. 146-14, the Department of Foreign Affairs is awarding the procurement for the transportation services during the commemoration of the Araw ng Kagitingan on 09 April 2014 to your firm, **Enterprise Leasing Corporation**, in the amount of *Twenty Thousand Pesos (Php 20,000.00)* only, inclusive of all taxes and other lawful charges, subject to the signing of the Contract.

Very truly yours,

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

**MS. ANNA N. SY**  
Sales Marketing Manager  
ENTERPRISE LEASING CORP.  
2317 Aurora Blvd. (formerly Tramo)  
Pasay City

*received by: Jan Ray Pinger*  
*June 09, 2014*



**BIDS AND AWARDS COMMITTEE**

**BAC Resolution No. 146 -14**

**RESOLUTION RECOMMENDING, BY REFERENDUM, NEGOTIATED PROCUREMENT (SMALL VALUE PROCUREMENT) AS ALTERNATIVE METHOD OF PROCUREMENT FOR THE TRANSPORTATION SERVICES DURING THE COMMEMORATION OF THE ARAW NG KAGITINGAN ON 09 APRIL 2014**

**WHEREAS**, the Office of Protocol (OP) intends to procure the transportation services during the commemoration of the Araw ng Kagitingan on 09 April 2014 for its official use;

**WHEREAS**, the Office of Fiscal Management (OFM) issued a certificate indicating the availability of funds to cover the expenses for the transportation services during the event, chargeable to OP's MOOE;

**WHEREAS**, the Project Procurement Management Plan (PPMP) of OP for CY 2014 includes the lease of vehicles; however, the Department's Annual Procurement Plan is yet to be finalized;

**WHEREAS**, Section 53 of the Revised Implementing Rules and Regulations (IRR) of R.A. 9184, otherwise known as the Government Procurement Reform Act of 2003, allows an agency to resort to Negotiated Procurement;

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

**NOW THEREFORE**, we, the members of the Bids and Awards Committee of the Department, **RESOLVE** to **RECOMMEND** to the Head of Procuring Entity (HOPE) the resort to Negotiated Procurement (Small Value Procurement) as an alternative method of procurement for the transportation services during the commemoration of the Araw ng Kagitingan on 09 April 2014, subject to the above-mentioned requirements and provided that existing auditing rules and regulations shall be strictly observed by the end-user.

**ADOPTED** this 07<sup>th</sup> day of April 2014, Pasay City.

A handwritten signature in black ink, appearing to be 'Jm', is located below the 'ADOPTED' statement.

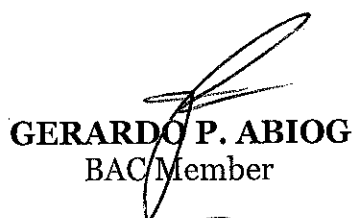


**EVELYN D. AUSTRIA-GARCIA**  
BAC Chairperson



**JOSE VICTOR CHAN-GONZAGA**  
BAC Vice-Chairman

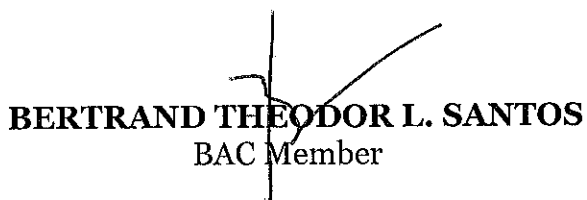
**EDWARD C. YULO**  
BAC Member



**GERARDO P. ABIOG**  
BAC Member



**GONARANO B. MUSOR**  
BAC Member

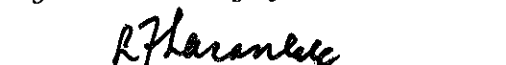


**BERTRAND THEODOR L. SANTOS**  
BAC Member

**EVELYN D. AUSTRIA-GARCIA**  
BAC Provisional Member  
Representative of the End-user

*Approved:*

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



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

## **BIDS AND AWARDS COMMITTEE**

**BAC Resolution No. 14-14**

### **RESOLUTION RECOMMENDING, BY REFERENDUM, NEGOTIATED PROCUREMENT (SMALL VALUE PROCUREMENT) AS ALTERNATIVE METHOD OF PROCUREMENT FOR THE TRANSPORTATION SERVICES DURING THE COMMEMORATION OF THE ARAW NG KAGITINGAN ON 09 APRIL 2014**

**WHEREAS**, the Office of Protocol (OP) intends to procure the transportation services during the commemoration of the Araw ng Kagitingan on 09 April 2014 for its official use;

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**WHEREAS**, the Project Procurement Management Plan (PPMP) of OP for CY 2014 includes the lease of vehicles; however, the Department's Annual Procurement Plan is yet to be finalized;

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**ADOPTED** this 07<sup>th</sup> day of April 2014, Pasay City.



  
**EVELYN D. AUSTRIA-GARCIA**  
BAC Chairperson *ms*

  
**JOSE VICTOR CHAN-GONZAGA**  
BAC Vice-Chairman

**EDWARD C. YULO**  
BAC Member

  
**GERARDO P. ABIOG**  
BAC Member


  
**GONARANO B. MUSOR**  
BAC Member

  
**BERTRAND THEODOR L. SANTOS**  
BAC Member

**EVELYN D. AUSTRIA-GARCIA**  
BAC Provisional Member  
Representative of the End-user

*Approved:*

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

  
**LINGLINGAY F. LACANLALE**

Undersecretary for Administration  
and Head of the Procuring Entity *15-29*



**BIDS AND AWARDS COMMITTEE**

**BAC Resolution No. 146 -14**

**RESOLUTION RECOMMENDING, BY REFERENDUM, NEGOTIATED PROCUREMENT (SMALL VALUE PROCUREMENT) AS ALTERNATIVE METHOD OF PROCUREMENT FOR THE TRANSPORTATION SERVICES DURING THE COMMEMORATION OF THE ARAW NG KAGITINGAN ON 09 APRIL 2014**

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**ADOPTED** this 07<sup>th</sup> day of April 2014, Pasay City.

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**EVELYN D. AUSTRIA-GARCIA**  
BAC Chairperson



**JOSE VICTOR CHAN-GONZAGA**  
BAC Vice-Chairman

**EDWARD C. YULO**  
BAC Member



**GERARDO P. ABIOG**  
BAC Member



**GONARANO B. MUSOR**  
BAC Member




**BERTRAND THEODOR L. SANTOS**  
BAC Member

**EVELYN D. AUSTRIA-GARCIA**  
BAC Provisional Member  
Representative of the End-user

*Approved:*

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



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



**NOTICE OF AWARD**

07 April 2014

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Please be informed that, upon the recommendation of the Bids and Awards Committee (BAC) of the Department as contained in its Resolution No. 146-14, the Department of Foreign Affairs is awarding the procurement for the transportation services during the commemoration of the Araw ng Kagitingan on 09 April 2014 to your firm, **Enterprise Leasing Corporation**, in the amount of *Twenty Thousand Pesos (Php 20,000.00)* only, inclusive of all taxes and other lawful charges, subject to the signing of the Contract.

Very truly yours,

A handwritten signature in cursive script, reading "L. Lacanlale", is positioned above the printed name.

**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



## NOTICE OF AWARD

07 April 2014

Sir/Madam:

Please be informed that, upon the recommendation of the Bids and Awards Committee (BAC) of the Department as contained in its Resolution No. 146-14, the Department of Foreign Affairs is awarding the procurement for the transportation services during the commemoration of the Araw ng Kagitingan on 09 April 2014 at Mt. Samat, Pilar, Bataan to your firm, **Enterprise Leasing Corporation**, in the amount of **Twenty Thousand Pesos (Php 20,000.00)**, 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 and Marketing Manager  
**ENTERPRISE LEASING CORP.**  
2317 Aurora Blvd. (formerly Tramo)  
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

BAC Secretariat:

Head - A.O. Vallespin  
A. De Asis-Del Mundo  
S.P. Toledo  
G.C. Fernandez

DEPARTMENT OF FOREIGN AFFAIRS  
2330 Roxas Boulevard, Pasay City

ANNUAL PROCUREMENT PLAN FOR 2014

| CODE (PSP) | PROGRAM / ACTIVITY / PROJECT  | PMO / END-USER | MODE OF PROCUREMENT | SCHEDULE OF EACH PROCUREMENT ACTIVITY |                     |              |                      |          |                |                 |                  |                   |                       | SOURCE OF FUNDS | ESTIMATED BUDGET (PSP) |              | REMARKS/ACTIVITY (BRIEF DESCRIPTION) |       |
|------------|---|----------------|---------------------|---------------------------------------|---------------------|--------------|----------------------|----------|----------------|-----------------|------------------|-------------------|-----------------------|-----------------|------------------------|--------------|--------------------------------------|-------|
|            |   |                |                     | PRE-PROC CONFERENCE                   | ASB / POSTING OF TB | PRE-BID CONF | SUB/ OPENING OF BIDS | BID EVAL | POST-QUAL CONF | NOTICE OF AWARD | CONTRACT SIGNING | NOTICE TO PROCEED | DELIVERY / COMPLETION |                 | ACCEPTANCE / TURNOVER  | PS           |                                      | MOORE |
|            | OFFICE AND STAFF HOUSE ROOS   | CCA            | ALTERNATIVE MODE    |                                       |                     |              |                      |          |                |                 |                  |                   |                       | GF              |                        | 4,558,700.00 |                                      |       |
|            | MOTOR VEHICLE (2 OFFICIAL CARS - OUP AND WPSQ)  | OUP            | ALTERNATIVE MODE    |                                       |                     |              |                      |          |                |                 |                  |                   |                       | GF              |                        | 1,280,000.00 |                                      |       |
|            | TOYOTA INNOVA CAR RENTAL  | OFM            | ALTERNATIVE MODE    |                                       |                     |              |                      |          |                |                 |                  |                   |                       | GF              |                        | 720,000.00   |                                      |       |
|            | HP LASER PRINTER (5 UNITS)  | OFM            | ALTERNATIVE MODE    |                                       |                     |              |                      |          |                |                 |                  |                   |                       | GF              |                        | 20,000.00    |                                      |       |
|            | SONY SMART TV   | OFM            | ALTERNATIVE MODE    |                                       |                     |              |                      |          |                |                 |                  |                   |                       | GF              |                        | 70,000.00    |                                      |       |
|            | SONY SOUND SYSTEM PACKAGE   | OFM            | ALTERNATIVE MODE    |                                       |                     |              |                      |          |                |                 |                  |                   |                       | GF              |                        | 120,000.00   |                                      |       |
|            | MULTIMEDIA PROJECTOR, 2000 ANSI LUMEN   | OFM            | ALTERNATIVE MODE    |                                       |                     |              |                      |          |                |                 |                  |                   |                       | GF              |                        | 78,000.00    |                                      |       |
|            | EXECUTIVE SWIVEL CHAIRS (50 PCS)  | OFM            | ALTERNATIVE MODE    |                                       |                     |              |                      |          |                |                 |                  |                   |                       | GF              |                        | 125,000.00   |                                      |       |
|            | TO COVER PROJECTS FOR THE IMPLEMENTATION OF THE DEPARTMENT'S KNOWLEDGE MANAGEMENT PROGRAM                         | OSPPC          | ALTERNATIVE MODE    |                                       |                     |              |                      |          |                |                 |                  |                   |                       | GF              |                        | 680,000.00   |                                      |       |
|            | SERVER (DEPMMA PROJECTS)  | OSPPC          | ALTERNATIVE MODE    |                                       |                     |              |                      |          |                |                 |                  |                   |                       | GF              |                        | 270,000.00   |                                      |       |
|            | OSPPC CAR SERVICE CAR   | OSPPC          | ALTERNATIVE MODE    |                                       |                     |              |                      |          |                |                 |                  |                   |                       | GF              |                        | 410,000.00   |                                      |       |
|            | ASSISTANT SECRETARY'S VEHICLE   | UNIO           | ALTERNATIVE MODE    |                                       |                     |              |                      |          |                |                 |                  |                   |                       | GF              |                        | 400,000.00   |                                      |       |
|            | OFFICE EQUIPMENT  | UNIO           | ALTERNATIVE MODE    |                                       |                     |              |                      |          |                |                 |                  |                   |                       | GF              |                        | 320,000.00   |                                      |       |
|            | MOTOR VEHICLE   | IAS            | ALTERNATIVE MODE    |                                       |                     |              |                      |          |                |                 |                  |                   |                       | GF              |                        | 528,000.00   |                                      |       |
|            | MOTOR VEHICLES  | OUER           | ALTERNATIVE MODE    |                                       |                     |              |                      |          |                |                 |                  |                   |                       | GF              |                        | 960,000.00   |                                      |       |
|            | COMPUTERS   | OUER           | ALTERNATIVE MODE    |                                       |                     |              |                      |          |                |                 |                  |                   |                       | GF              |                        | 504,000.00   |                                      |       |
|            | VAN RENTALS   | DIUJ           | ALTERNATIVE MODE    |                                       |                     |              |                      |          |                |                 |                  |                   |                       | GF              |                        | 504,000.00   |                                      |       |
|            | MOTOR VEHICLE RENTAL  | QUINMA         | ALTERNATIVE MODE    |                                       |                     |              |                      |          |                |                 |                  |                   |                       | GF              |                        | 2,160,000.00 |                                      |       |
|            | LEASE OF COMPUTERS  | QUINMA         | ALTERNATIVE MODE    |                                       |                     |              |                      |          |                |                 |                  |                   |                       | GF              |                        | 2,250,000.00 |                                      |       |
|            | LEASE OF PRINTER  | QUINMA         | ALTERNATIVE MODE    |                                       |                     |              |                      |          |                |                 |                  |                   |                       | GF              |                        | 250,000.00   |                                      |       |
|            | MOTOR VEHICLES  | PSUJ           | ALTERNATIVE MODE    |                                       |                     |              |                      |          |                |                 |                  |                   |                       | GF              |                        | 500,000.00   |                                      |       |
|            | RENTAL OF 3 CARS  | OP             | ALTERNATIVE MODE    |                                       |                     |              |                      |          |                |                 |                  |                   |                       | GF              |                        | 1,178,000.00 |                                      |       |
|            | RENTAL OF HANDHELD RADIO  | OP             | ALTERNATIVE MODE    |                                       |                     |              |                      |          |                |                 |                  |                   |                       | GF              |                        | 194,400.00   |                                      |       |
|            | CAR RENTAL FOR ASSEC  | OEJ            | ALTERNATIVE MODE    |                                       |                     |              |                      |          |                |                 |                  |                   |                       | GF              |                        | 555,000.00   |                                      |       |
|            | TRANSPORTATION RENTAL FOR MEETINGS  | OEJ            | ALTERNATIVE MODE    |                                       |                     |              |                      |          |                |                 |                  |                   |                       | GF              |                        | 60,000.00    |                                      |       |
|            | ASSISTANT SECRETARY'S CAR   | ASEAN          | ALTERNATIVE MODE    |                                       |                     |              |                      |          |                |                 |                  |                   |                       | GF              |                        | 624,000.00   |                                      |       |
|            | VEHICLE FOR 1 YEAR LEASE @ PIP 40,000/MONTH INCLUSIVE OF GASOLINE (FOR SPAS OFFICIAL CAR)                         | OSCC           | ALTERNATIVE MODE    |                                       |                     |              |                      |          |                |                 |                  |                   |                       | GF              |                        | 480,000.00   |                                      |       |
|            | BACKUP VEHICLE FOR LEASE @ PIP50,000/MONTH WITH GAS   | OSCC           | ALTERNATIVE MODE    |                                       |                     |              |                      |          |                |                 |                  |                   |                       | GF              |                        | 800,000.00   |                                      |       |
|            | VEHICLE FOR 1 YEAR LEASE @ PIP 2,000/DAY W/ DRIVER & GASOLINE (FOR DELIVERY OF COMMUNICATION AND OFFICIAL TRAVEL) | OSCC           | ALTERNATIVE MODE    |                                       |                     |              |                      |          |                |                 |                  |                   |                       | GF              |                        | 1,200,000.00 |                                      |       |
|            | CARS  | FD             | ALTERNATIVE MODE    |                                       |                     |              |                      |          |                |                 |                  |                   |                       | GF              |                        | 1,850,000.00 |                                      |       |
|            | FAX MACHINE   | FD             | ALTERNATIVE MODE    |                                       |                     |              |                      |          |                |                 |                  |                   |                       | GF              |                        | 850,000.00   |                                      |       |
|            | COMPUTER W/ LASER PRINTER   | FD             | ALTERNATIVE MODE    |                                       |                     |              |                      |          |                |                 |                  |                   |                       | GF              |                        | 1,600,000.00 |                                      |       |

ANNUAL PROCUREMENT PLAN FOR 2014

| CODE<br>(PPAP) | PROGRAM / ACTIVITY / PROJECT | PMO /<br>END-USER | MODE OF<br>PROCUREMENT | SCHEDULE OF EACH PROCUREMENT ACTIVITY |                            |              |                          |          |                   |                    |                     |                      |                          |                                      | ESTIMATED BUDGET (PPAP) |      |    | REMARKS / ACTIVITY BRIEF<br>(DESCRIPTION) |
|----------------|------------------------------|-------------------|------------------------|---------------------------------------|----------------------------|--------------|--------------------------|----------|-------------------|--------------------|---------------------|----------------------|--------------------------|--------------------------------------|-------------------------|------|----|---|
|                |                              |                   |                        | PRE-PROC<br>CONFERENCE                | ADS /<br>POSTING OF<br>ITB | PRE-BID CONF | SUB / OPENING<br>OF BIDS | BID EVAL | POST-QUAL<br>CONF | NOTICE OF<br>AWARD | CONTRACT<br>SIGNING | NOTICE TO<br>PROCEED | DELIVERY /<br>COMPLETION | ACCEPTANCE<br>OF FUNDS /<br>TURNOVER | RS                      | MOCK | CO |   |

We hereby warrant that the total amount reflected in this Annual Procurement Plan (APP) for CY 2014 to procure the listed goods, services, consultancy and infrastructure projects has been included in or is within our

Prepared by:

Reviewed by:

Certified Funds Available /  
Certified Appropriate Funds Available:

Bids and Awards Committee (BAC) - Secretariat

Assistant Secretary  
Office of Personnel and Administrative Services

Noted by:

Approved:

ALVIN VALERON  
Head

BERNARD CRIVILE CLAVE  
Property/Supply Officer

ALVARO E. ROSALES / Local Budget Officer

EVELYN D. AUSTRIAL GARCIA  
Chairman, DFA-BAC

JOSE VICTOR B. CHANGCANGZAGA  
Vice-Chairman, DFA-BAC

EDWARD C. YULO  
Member, DFA-BAC

GONZALO B. MUISOR  
Member, DFA-BAC

GERARDO P. ABIG  
Member, DFA-BAC

BERTRAND THEODORE L. SANTOS  
Member, DFA-BAC

Undersecretary for Administration and  
Head of the Procuring Entity

LINGLING F. FACUNDA



URGENT

MEMORANDUM FOR THE BIDS AND AWARDS COMMITTEE

From :   
EVELYN D. AUSTRIA-GARCIA  
Assistant Secretary

Subject : Request for Notice of Award

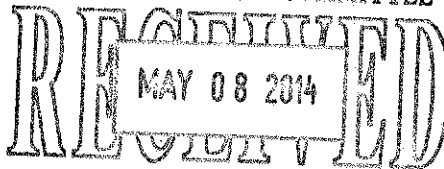
Date : 08 May 2014

In connection with the DFA participation in the Commemoration of Araw ng Kagitingan on 09 April 2014 at Mt. Samat, Pilar, Bataan, OP respectfully requests issuance of the Notice of Award in favor of Enterprise Leasing Corporation, for the use of two (2) Tourist Coasters, having presented the lowest rate among the three (3) bidders, in the amount of Php 20,000.00 per unit inclusive of Tax, Fuel, Toll Fees and Passenger's Insurance.

Attached, for reference, is a copy of OSEC's approval of funds for the DFA participation in the Commemoration of the 2014 Araw ng Kagitingan, Sales Invoice, three (3) quotations and Certificate of Availability of Funds.

*Enclosure: as stated*

DEPARTMENT OF FOREIGN AFFAIRS  
BIDS AND AWARDS COMMITTEE



SUBMISSION OF BIDS

BY: Shun TIME: 7:25 pm

# Office of the Secretary

OR THE UNDERSECRETARY

[ ] OUP [ ] OUA [ ] OUIER [ ] OUMWA [ ] OUSOC

HE ASSISTANT SECRETARY/HEAD

[ ] ASEAN [ ] IAS [ ] OEM [ ] UNACOM  
[ ] ASPAC [ ] OIS [ ] OLA [ ] UNIO  
[ ] BFSa [ ] LIBRARY [ ] OMEAA [ ] VFACOM  
[ ] BESE [ ] OGO [ ] OPAS [ ] WPSC  
[ ] CDU [ ] OAA [ ] OSPPC  
[ ] CMISD [ ] OAVS [ ] PISU  
[ ] DLLU [ ] OCA [ ] PROTOCOLS  
[ ] FSI [ ] OEA [ ] TCCP

SPECIAL ASSISTANTS

[ ] AA NAYAN  
[ ] RLORONCE  
[ ] LBUSTOS

*very*

*W. C. B. M.*

[ ] ACTION *gl* [ ] COMMENT

[ ] INFO / FILE

Remarks

*Please you*



OFFICE OF PROTOCOL

RECEIVED BY APP 0 2014  
DATE 01/04/2014

Department of Foreign Affairs

CAL MANAGEMENT

OF FOREIGN AFFAIRS

for Administration

or, OSEC  
ary, OP

SCO

Participation in the Commemoration  
tingan

OP in its memorandum dated 11 March 2014

of PhP65,814.00 to cover the payment for two  
oll fees and snacks for the Diplomatic Corps  
ious expenses. The amount is recommended  
itaries Fund.

DATE: 7/6/2014

*mael*  
MA. THERESA D. DE VEGA  
Chief Coordinator

[ ] Approved [ ] Disapproved

*Albert F. Del Rosario*  
ALBERT F. DEL ROSARIO  
Secretary of Foreign Affairs



OFFICE OF FISCAL MANAGEMENT

MEMORANDUM FOR THE SECRETARY OF FOREIGN AFFAIRS

Through : The Undersecretary for Administration

Cc : The Chief Coordinator, OSEC  
The Assistant Secretary, OP

FROM :   
DOMINGO P. NOLASCO  
Assistant Secretary

SUBJECT : Funding for the DFA Participation in the Commemoration  
of 2014 Araw ng Kagitingan


DATE : 19 March 2014

OFM respectfully refers to the request of OP in its memorandum dated 11 March 2014 on the above subject.

OFM recommends funding in the amount of PhP65,814.00 to cover the payment for two (2) coasters, chauffer service, roundtrip toll fees and snacks for the Diplomatic Corps including protocol officers, and miscellaneous expenses. The amount is recommended to be chargeable against the Foreign Dignitaries Fund.

For the Secretary's consideration.

☒ Approved      ☐ Disapproved

  
ALBERT F. DEL ROSARIO  
Secretary of Foreign Affairs

OFFICE OF FISCAL MANAGEMENT

MEMORANDUM FOR THE SECRETARY OF FOREIGN AFFAIRS

Through : The Undersecretary for Administration *[Signature]*

Cc : The Chief Coordinator, OSEC  
The Assistant Secretary, OP

FROM : *[Signature]*  
**DOMINGO P. NOLASCO**  
Assistant Secretary *[Signature]*

SUBJECT : Funding for the DFA Participation in the Commemoration  
of 2014 Araw ng Kagitingan

DATE : 19 March 2014

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For the Secretary's consideration.

☐ Approved      ☐ Disapproved

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

# ENTERPRISE Leasing Corporation

2317 Aurora Boulevard (formerly Tramo), Pasay City  
Sale and Marketing: Tel No. (02) 855-7734  
Accounting: Tel. No. (02) 855-7735  
Operations: Tel. No. (02) 855-7731  
Auto Fax: (02) 851-4291  
E-mail: [elc.operations@yahoo.com](mailto:elc.operations@yahoo.com)

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March 18, 2014

**PROTOCOL OFFICE**  
**DEPARTMENT OF FOREIGN AFFAIRS**  
DFA Bldg. Roxas Boulevard, Pasay City  
Telephone No.: 834-4337

Attention: **Mr. JEFFERSON B. TALAM**  
Protocol Officer

Dear Mr. Talam,

We submit herewith our proposal for **PACKAGE RENTAL SERVICES** (Chauffeur-Driven) scheduled on April 09, 2014 at the following rates:

| CAR MAKE   | DAILY (1 <sup>ST</sup> 12 HRS.) | EXCESS HOUR       |
|--|---------------------------------|-------------------|
| Tourist Bus (49 Seater)                            | Php 31,000.00                   | Php 1,700.00/hour |
| Tourist Bus (45 Seater)                            | Php 31,000.00                   | Php 1,700.00/hour |
| Tourist Coaster (25 Regular Seat)<br>+ 8 Jump Seat | Php 20,000.00                   | Php 1,500.00/hour |

- Above rates includes Chauffeur Service within Metro Manila and Mt. Samat, Bataan.
- Inclusive of Tax, Fuel, Toll Fees and Passenger's Insurance.
- Fully Air Condition, Clean, Good Running Condition, With Audio Video and Microphone.
- Validity Period is 60 days.
- Payment shall be made thru government payment system.

Should you have further queries, please feel free to contact the undersigned at telephone numbers (02) 855-7731, 855-7735 and 855-7734. We look forward to serving your needs.

Thank you.

Very truly yours,

  
**ANNA N. SY**

Sales & Marketing Manager



18 March 2014

**Mr. JEFFERSON TALAM**

*Protocol Officer*

**DEPARTMENT OF FOREIGN AFFAIRS**

2330 Old Asian Development Bank Building

Roxas Boulevard Pasay City

E-Mail Add.: [mitmikeljeff@gmail.com](mailto:mitmikeljeff@gmail.com)

Dear Mr. Talam,

We, at **NISSAN CAR LEASE PHILIPPINES, INC. (NCLPI)** are pleased to offer you our transportation services for your Transportation Requirements on April 9, 2014. Following are the rental rates with its terms and conditions:

**I. CAR HIRE RATES PER UNIT - (going to Mt. Samat, Bataan)**

| Date          | Vehicle | No. of Units | Rate per Unit<br>(1 <sup>st</sup> 14 Hours) | Excess Hour |
|---------------|---------|--------------|---|-------------|
| April 9, 2014 | Coaster | 2            | P 20,950.00                                 | P 1,457.00  |

**II. TERMS AND CONDITIONS**

1. Above quoted rates are inclusive of use of the vehicle, chauffeur service at above destination, fuel, Round Trip Toll Fee's, auto passenger insurance and 3% Common Carrier's Tax.
2. The **NCLPI** vehicles are equipped with air-condition, stereo, glass tint and seat cover. The Chauffeurs are equipped with mobile phone for easy communication.
3. Car Hire Service starts upon dispatch of vehicle from our base outlet and upon return of the vehicle to the base outlet.
4. **DFA** to provide the Parking area for the vehicles.
5. Reservation should be made at least two (2) weeks before actual transaction date.
6. Cancellation Fee equivalent to the full rental charges will be imposed if no advice of cancellation is received at least three (3) days before the transaction.

7. The **Department of Foreign Affairs** must issue a **Certificate of Availability of Fund (CAF) and Bidding & Awards Committee Resolution / Notice of Award** to NCLPI upon confirmation of reservation.

Payment should be made within fifteen (15) days, after receipt by the **Department of Foreign Affairs** of NCLPI Statement of Account. A penalty charge of three percent (3%) per month on past due account shall be charged.

8. Rates are pre-discounted.

We will glad to meet you at your most convenient time to discuss the above proposal. Please feel free to call us at telephone numbers; 854-8331; 854-7099; 854-6941 and telefax number; 852-6599 or e-mail us at [lgq-sales@nissanrentacar.com](mailto:lgq-sales@nissanrentacar.com)

Thank you and we look forward to serving your transportation requirements.

Very truly yours,

**RUTH B. LOBERIANO**  
*Sales Supervisor*

Noted By:

**LOIDA G. QUINTOS**  
*Sales Manager*

19 March 2014

Mr. JEFFERSON TALAM  
DEPARTMENT OF FOREIGN AFFAIRS

Dear MR. Talam,

Thank you for considering **AVIS** Rent a Car and we value your business.

We are pleased to extend to you our rates to meet your requirements on APRIL 9, 2014

**AVIS SERVICE RATES**

| <b>Car Make</b>            | <b>Package</b>                    | <b>Rate</b>          | <b>Excess Hours</b> |
|----------------------------|-----------------------------------|----------------------|---------------------|
| <b>COASTER (24 seater)</b> | <b>Workday Package (14 hours)</b> |                      |                     |
|                            | <b>Mt. Samat, Pilar Bataan</b>    | <b>Php 25,463.00</b> | <b>Php 2,000.00</b> |
|                            | <b>ROUND TRIP TOLL FEE'S</b>      | <b>Php 2,000.00</b>  |                     |

**Terms and Conditions:**

- Above rate is inclusive of chauffeur service, insurance, fuel, and 3% sales tax.
- Parking is not included in the rate.
- The amount of payment refund for cancelled reservations would vary on when the booking was called off.

*Within 48 hours from scheduled time of use- no cancellation fee*  
*Less than 48 hours-50% cancellation fee*

**AVIS**

**We try  
harder.**

- Terms of payment should be made before the transaction. 100% of the total transaction if possible. . You can also deposit the payment thru our bank account in BPI with Account Number 3911-0021-07, please make cheque payable to **G & S Transport Corp.**

Should you be amenable to the proposal, kindly affix your signature on the conforme space provided below and fax it back to us at **(+632) 867-33-42.**

Thank you for your interest in **AVIS**. We look forward to serving your needs.

Sincerely yours,

  
**Jenniebeth Santos**  
Area Station Manager

Conforme:

\_\_\_\_\_  
(Signature over Printed Name)

**AVIS**

We try  
harder.

**2014 Araw ng Kagitingan  
Mt. Samat, Pilar, Bataan  
0800h, 09 April 2014**

|   |   |  |   |
|---|---|--|---|
| <b>ENTERPRISE<br/>LEASING<br/>CORPORATION</b>             | <b>CAR MAKE</b><br>Tourist Bus (49 Seater)<br>Tourist Bus (45 Seater)<br>Tourist Coaster (25 Regular Seat<br>+ 8 Jump Seat) | <b>Daily (1<sup>st</sup> 12 hrs.)</b><br>Php 31,000.00<br>31,000.00<br>20,000.00 | <b>Excess Hour</b><br>Php 1,700.00/hour<br>1,700.00/hour<br>1,500.00/hour |
| <b>NISSAN CAR LEASE<br/>PHILIPPINES, INC.<br/>(NCLPI)</b> | Tourist Coaster   | <b>Rate per Unit (1<sup>st</sup> 14 hours)</b><br>Php 20,950.00                  | <b>Excess Hour</b><br>Php 1,457.00  |
| <b>AVIS RENT A CAR</b>                                    | Tourist Coaster   | <b>Rate per Unit (1<sup>st</sup> 14 hours)</b><br>Php 25,463.00                  | <b>Excess Hour</b><br>Php 2,000.00  |

**\*all rates inclusive of Tax, Fuel, Toll Fees and Passenger's Insurance**

# Office of the Secretary

## FOR THE UNDERSECRETARY

☐ OUP ☐ OUA ☐ OUIER ☐ OUMWA ☐ OUSOC

## THE ASSISTANT SECRETARY/HEAD

☐ ASEAN ☐ IAS ☒ OEM ☐ UNACOM  
☐ ASPAC ☐ OIS ☐ OLA ☐ UNIO  
☐ BESA ☐ LIBRARY ☐ OMEAA ☐ VEACOM  
☐ BESE ☐ OCO ☐ OPAS ☐ WRSC  
☐ CDU ☐ OAA ☐ OSPPC  
☐ CMISD ☐ OAVS ☐ PISU  
☐ DLLU ☐ OCA ☒ PROTOCOL  
☐ ESI ☐ OEA ☐ TCPC

## SPECIAL ASSISTANTS

cc: Mr. Fmy de los  
 Bustos, SMO-6000  
☐ AA NAYAN  
☐ RL ORONCE  
☐ LBUSTOS

UN 6600

☒ ACTION, pl. ☐ COMMENT ☐ INFO/FILE

### Remarks

for assistant secretary matters  
 Hi: May we request guidance  
 if this could be changed to  
 the Foreign Dignitaries Fund

for assistant secretary matters  
 Hi: May we request informa-  
 tion on cost of the event for  
 DFA. Thank you  
 MIA

MA. THERESA D. DE VEGA

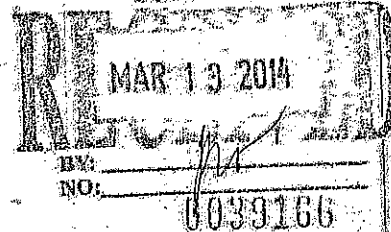
DATE: 13 Jan 04 Chief Coordinator



## OFFICE OF PROTOCOL

DEPARTMENT OF FOREIGN AFFAIRS  
OSEC-COORD

## MEMORANDUM FOR THE CHIEF COORDINATOR, OSEC

FROM : WILFREDO R. CUYUGAN  
Assistant SecretarySUBJECT : DFA Participation in the Commemoration of 2014 *Araw ng Kagitingan*

DATE : 11 March 2014

This refers to the attached letter from the Technical Working Committee for the 2014 *Araw ng Kagitingan* and Philippine Veterans Week inviting the Honorable Secretary and the members of the Diplomatic Corps to the main event on 9 April 2014 at the Mount Samat Shrine in Pilar, Bataan with the President as the Guest of Honor.

In previous commemorations, OP provided protocol assistance to the diplomats who attended the event, while the Department of National Defense (DND) shouldered the cost of logistics (transportation, food, police escorts and cellphone load for protocol officers).

For this year's event, however, DND is requesting the DFA to shoulder the Manila-Bataan-Manila transport costs for the diplomats and protocol officers plus the snacks in the buses *en route* to Bataan. Mode of transport is usually in the form of two (2) buses or coasters.

OP, therefore, wishes to be guided on where to source the necessary funds to cover the said request.

For the Chief Coordinator's information and consideration.

# **ARAW NG KAGITINGAN**

09 April 2014, 0800H

Mt. Samat Pilar, Bataan

The estimated budget for the event amounts to **Php 65, 814.00** to include the following:

| <b>Araw ng Kagitingan Transportation and Snacks for the Diplomatic Corps</b>   | <b>Estimated Cost</b> |
|--|-----------------------|
| <b>Transportation</b> ( 2 coasters rate inclusive of use of the vehicle, chauffer service, roundtrip toll fees, auto passenger insurance and 3% Common Carrier's Tax) P 20,950.00 + 1, 457.00 charge for the excess hour each unit x 2 coasters. | P 44, 814.00          |
| <b>Snacks</b> for 60 pax @300 including assigned protocol officers in the event for back-and-forth   | 18, 000.00            |
| Miscellaneous  | 3,000.00              |
| <b>TOTAL</b>   | <b>Php 65, 814.00</b> |

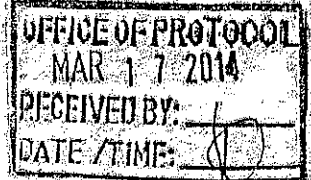




**TECHNICAL WORKING COMMITTEE**  
**2014 *Araw ng Kagitingan* and Philippine Veterans Week**

Pursuant to AO No. 23 dated November 10, 2011 and NHCP MC No. 01, s. 2014

13 MAR 2014



The Honorable  
**ALBERT F. DEL ROSARIO**  
Secretary  
Department of Foreign Affairs  
2330 Roxas Boulevard  
Pasay City

Dear **Secretary Del Rosario**,

Pursuant to Executive Order No. 203, series of 1987 and Presidential Proclamation No. 466, series of 1989, the whole nation observes April 9 of every year as *Araw ng Kagitingan* and the period April 5 to 11 as Philippine Veterans Week.

Relative to this, the Technical Working Committee for the 2014 Observance of *Araw ng Kagitingan* and Philippine Veterans Week, in coordination with various national government agencies and non-government organizations, have planned a series of meaningful events which are meant to promote, preserve and memorialize the ideals and heroic deeds of Filipino war veterans. We hope to make this year's commemorative events successful and meaningful by enjoining the participation of various sectors of the society in our activities.

The main event is a commemorative program on April 9, 2014 9:00 A.M. at the Mount Samat Shrine, Pilar Bataan where the President of the Republic of the Philippines is the Guest of Honor.

In this regard, may I have the honor of inviting the Honorable Secretary as one of the distinguished guests during the event. Your favorable response would serve as a great contribution to the successful celebration of the *Araw ng Kagitingan*.

As traditionally and faithfully done in the past, we are also requesting the Honorable Secretary to provide back-and-forth transportation service as well as the food that will be served on the way to the venue for the members of the Diplomatic Corps who will be attending the commemorative event.

As we look forward to the Honorable Secretary's usual support, Ms. Teresita C. Cuevas, Chief of the Veterans Memorial and Historical Division, PVAO, our focal person/secretariat on this activity, will coordinate with your office. She may be reached at Telephone No. (02) 9114296.

Thank you very much for your usual support and cooperation to this national observance as we look forward to a successful commemoration of the greatness and heroism of our Filipino war veterans.

With high esteem and warm regards.

Very truly yours,

**EDUARDO G. BATAC**  
Undersecretary/  
Chairperson, Technical Working Committee



OFFICE OF FISCAL MANAGEMENT

CERTIFICATE OF AVAILABILITY OF FUNDS

This is to certify that the amount of **SIXTY FIVE THOUSAND EIGHT HUNDRED FOURTEEN PESOS ONLY (PhP 65,814.00)** is available to cover the payment for two (2) coasters, chauffer service, roundtrip toll fees and snacks for the Diplomatic Corps including protocol officers, and miscellaneous expenses in connection with the DFA's Participation in the Commemoration of the 2014 Araw ng Kagitingan, chargeable against the Foreign Dignitaries Fund, 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**  
Acting Chief Accountant

02 April 2014