



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

JOB ORDER
DEPARTMENT OF FOREIGN AFFAIRS
MANILA

Supplier: CALIRAYA RESORT CLUB, INC.

Address: Brgy. Lewin, Lumban, Laguna

Contact nos: T: 632-1010 local 586 | F: 637-7027

J.O. No. 09-001-22

Date 29-Sep-22

Mode of Procurement Lease of Real Property

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery: Department of Foreign Affairs, 2330 Roxas Boulevard, Pasay City

Date of Delivery: n/a

Delivery Term: n/a

Payment Term: Government terms

Item No.	Unit	Quantity	Description	Unit Cost	Amount
			OFMS		
1	lot	1	Lease of venue for 2022 OFMS team building activity on 22 October 2022		P 200,800.00
			XXXXXXXXXXXXXXXXXXXX		
			The service provider must be able to provide and/or perform the following:		
			1. Function hall for 100 pax with fellowship/gala set-up		
			a. Conference and audio-video systems and microphones;		
			b. Floral arrangement/centerpieces for the individual dining tables;		
			c. Adequate number of appropriately-dressed waiters		
			2. The service provider must be able to provide:		
			a. Assisted buffet of various international and/or Filipino menu selections;		
			b. Inclusion of halal-certified menus;		
			c. Free-flowing refreshments; and		
			d. Breakfast, AM snack, Lunch, and PM snack		
			3. The service provider must be able to provide a mix of physical activities that would be able to enhance the		
			teamwork of the OFMS personnel and would cater for the adult and senior members of the office.		
			a. List of activities (included in the package);		
			b. Team building facilitator(s); and		
			c. Training kits and/or souvenirs good for 100 pax		
			4. The service provider must be able to submit the following documents:		
			a. Notarized Omnibus Sworn Statement;		
			b. Proof of PhilGEPS registrations;		
			c. Copy of Mayor's Permit (CY 2022); and		
			d. Copy of Income Tax Return for FY 2021.		
			5. The approved budget for the Contract (ABC) is Php 500,000.00 only;		
			6. The quotation should indicate the total price (inclusive of the applicable taxes); and		
			7. Payment should be by "Send Bill" arrangement.		
(total Amount in Words)			Two Hundred Thousand Eight Hundred Pesos		P 200,800.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Conforme:

(Signature over printed name)

(Date)

Very truly yours,

MEDARDO G. MACARAIG
Assistant Secretary, OAMSS

Requisitioning Office/Dept:

OFMS

Funds Available:

Amount:

SULPICIO M. CONFIAO
Assistant Secretary, OFMS

LYNE F. CILGENCIO
Chief Accountant

ALOPS No.:

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