



PURCHASE ORDER

PO Number PO 000140

(Please quote this number on all related correspondence, delivery/shipping papers and invoice)

TO: SOTOGRADE PALAWAN HOTEL, INC. KM10 North National Highway, Brgy. Tagburos, Puerto Princesa City, Palawan		DELIVER/SHIP TO: Bases Conversion and Development Authority 2F Bonifacio Technology Center 31st Street corner 2nd Avenue BGC Taguig NCR 1634	
Contact Name: Carmela M. Manabat		Procurement Division	
Tel No.: 09761278836		Tel No.: 8575-1700	
Email Address: salesandmarketing@crownhotelpalawan.c		Fax No.: 8816-0978	
TIN: 626-315-831-00000		TIN: 002-219-694-000	
Business Style: SOTOGRADE PALAWAN HOTEL,		Business Style: Bases Conversion and Development	

PO Date of Approval	PR No.	Requesting Department	Mode of Procurement	Delivery Term	Payment Term
11/7/2023	0003027	Public Affairs Department	SVP	one (1) day	COD

Item	Quantity	Unit	Description	Unit Cost	Amount
1	150.00	ITEM	CATERING SERVICES- FOR THE FORUM ON THE ROLE OF BCDA IN THE AFP MODERNIZATION PROGRAM FOR THE WESTERN COMMAND OF THE ARMED FORCES OF THE PHILIPPINES NO. OF PAX : 150 PAX (SEE ATTACHED QUOTATION FOR THE - BUFFET STYLE - LUNCH, AM SNACKS W/ FREE FLOWING COFFEE - INCLUSION OF TABLES AND CHAIRS SET-UP - TABLE FOR REGISTRATION - TABLE NUMBER - POSSIBLE PLATED TO SERVE VIPS (2-3 TABLES) WHEN: NOVEMBER 17, 2023/ 9AM-3PM VENUE: CAMP ARTEMIO RICARTE, PALAWAN	800.00	120,000.00

NOTE: PAD- PURCHASE REQUEST NO. 0000180, CATERING SERVICES BCDA AFP FORUM IN PUERTO PRINCESA, PALAWAN

PESOS: ONE HUNDRED TWENTY THOUSAND AND 00/100 PESOS ONLY	120,000.00
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Terms and Conditions:

This Purchase Order (PO) shall be governed by the General Terms and Conditions printed at the back hereof

Note: Please attach the original copy of this order together with the DELIVERY RECEIPT and SALES INVOICE in the triplicate.

FUNDS AVAILABLE:


SHERRYL T. OORPUZ
 Officer-In-Charge
 Budget and Revenue Allocation Department

Approved by:


VIRGIL M. ALVAREZ
 Officer-In-Charge, OSVP-CSG

Recommended by:


ALMIRA S. CLARIANES
 Officer-In-Charge, PPMO



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TO:

SOTOGRADE PALAWAN HOTEL, INC.
KM10 North National Highway, Brgy. Tagburos,
Puerto Princesa City, Palawan

Contact Name: Carmela M. Manabat
Tel No.: 09761278836
Email Address: salesandmarketing@crownhotelpalawan.c
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Item	Quantity	Unit	Description	Unit Cost	Amount

I hereby certify that I am authorized representative of the company and that by affixing my signature, it shall bind the company I am representing to the terms and conditions of the PO and all applicable provisions of RA 9184 and its revised IRR and other applicable government rules.

I further certify that the above prices, which were quoted in the Request for Quotation (RFQ), are inclusive of all taxes, freight, insurance and all other incidental expenses necessary for its delivery.

CONFORME:

Date Received:

Nov - 9, 2023

Carmela M. Manabat
MA. CARMELA M. MANABAT
Printed Name and Signature of Authorized Representative

(The supplier shall sign and return the acknowledgement copy to BCDA-Procurement or through fax within five (5) working days after issuance.)

KINDLY REFAX TO 5751785 OR EMAIL TO ifdavid@bcda.gov.ph THANKS.

Acknowledgement Certificate No. : AC_126_072023_000314

Date Issue : July 07, 2023

Series Range : PO 000000 - PO 999999



THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAX

07 November 2023

MS. CARMELA M. MANABAT
Authorized Representative
SOTOGRADE PALAWAN HOTEL, INC.
KM10 North National Highway, Brgy. Tagburos,
Puerto Princesa City, Palawan

Subject: **NOTICE OF AWARD**
Solicitation/Reference Nos: BG2023-081-1296/10279803
Catering Services for the Forum on the Role of BCDA in the AFP
Modernization Program for the Western Command of the Armed Forces
of the Philippines at Camp Artemio Ricarte, Puerto Princesa, Palawan

Dear **Ms. Manabat**:

We are pleased to notify you that the contract for the Procurement of Catering Services for the Forum on the Role of BCDA in the AFP Modernization Program for the Western Command of the Armed Forces of the Philippines at Camp Artemio Ricarte, Puerto Princesa, Palawan scheduled on 17 November 2023, is hereby awarded to **SOTOGRADE PALAWAN HOTEL, INC.**, having adjudged its quotation as the Single Calculated and Responsive Quotation for a contract price amounting to **ONE HUNDRED TWENTY THOUSAND AND 00/100 PESOS ONLY (Php120,000.00)** inclusive of all applicable taxes and fees.

You are therefore required, within ten (10) calendar days from receipt of this Notice of Award to formally enter into a contract with BCDA through a Purchase Order. Failure to enter into the said contract shall constitute sufficient ground for the cancellation of this Award.

Please indicate your concurrence by signing the Notice of Award on the space provided below and return the same upon signing.

Thank you.

Very truly yours,



VIRGIL M. ALVAREZ
Officer-In-Charge, CSG

Conforme:



CARMELA M. MANABAT
Authorized Representative
SOTOGRADE PALAWAN HOTEL, INC.



Procurement Division

FG2023 - 1245

Date: Nov. 9, 2023
P.O. Box 42, Taguig Post Office
Taguig City, Philippines

Tel: +632 8575 1700 • Telefax: +632 8816 0996
Website: www.bcda.gov.ph

BCDA Corporate Center
2/F Bonifacio Technology Center
31st St. cor. 2nd Ave. Bonifacio Global City,
Taguig City 1634 Philippines



NOTICE TO PROCEED

08 November 2023

MS. CARMELA M. MANABAT
Authorized Representative
SOTOGRADE PALAWAN HOTEL, INC.
KM10 North National Highway, Brgy. Tagburos,
Puerto Princesa City, Palawan

Dear **Ms. Manabat**:

With the approval of the attached Purchase Order (PO) No. 000140, notice is hereby given to **SOTOGRADE PALAWAN HOTEL, INC.** to proceed with the supply and delivery of Catering Services for the Forum on the Role of BCDA in the AFP Modernization Program for the Western Command of the Armed Forces of the Philippines at Camp Artemio Ricarte, Puerto Princesa, Palawan, according to the terms and conditions of the said PO, scheduled on 17 November 2023.

Please indicate your concurrence by signing the Notice to Proceed on the space provided below and return the same upon signing.

Thank you.

Very truly yours,



VIRGIL M. ALVAREZ
Officer-In-Charge, CSG

Conforme:



CARMELA M. MANABAT
Authorized Representative
SOTOGRADE PALAWAN HOTEL, INC.

Date: Nov. 9, 2023

TERMS AND CONDITIONS

1. Obligations of Supplier (Awardee)

- a. Cause the signing of the approved Purchase Order (PO) by the authorized representative of the company.
- b. Deliver the Goods within the agreed date of delivery, reckoned from the date the PO was signed in "Conforme" by the authorized representative of the supplier.
- c. Submit the original copy of the PO supported by the Delivery Receipt and Sales Invoice (in triplicate) for the processing of payment.

2. Obligations of BCDA

- a. Acknowledge receipt of Goods delivered, if found in accordance with the technical specifications.
- b. Pay the Supplier according to the terms of Payment in the PO.
- c. Facilitate of Issuance of gate pass, if necessary.

3. Penalty Clause

- a. Liquidated damage in the amount of one-tenth (1/10th) or one percent (1%) of total value of the contract shall be deducted for each day of delay and failure of the contractor/supplier to make the delivery within the specified date of each delivery.
- b. In case of partial delivery a liquidated damage in the amount of one tenth (1/10) or one percent (1%) of total value of the undelivered portion of the contract shall be deducted for each day of delay for failure of the contractor/supplier to to make the delivery within the specified date of each delivery.
- c. Facilitate of Issuance of gate pass, if necessary.

4. Contract Termination

The BCDA may terminate the contract for the reason of default in any of the following conditions:

- a. Failure by the winning supplier to accept the award or refusal to sign the PO in "Conforme by" the authorized representative.
- b. Outside of force majeure, failure of the Supplier to deliver or perform any or all of the Goods within the period(s) specified in the contract, or within the extension thereof granted by the BCDA pursuant to a request made by the Supplier prior to the delay, and such failure amounts to at least ten percent (10%) of the contract price (Section IIIA. 1.b, Appendix 4 of the revised IRR).
- c. As a result of force majeure, failure of the Supplier to deliver or perform any or all of the Goods, amounting to at least (10%) of the contract price, for the period of not less than sixty (60) calendar days after receipt of the notice to the BCDA stating that circumstance of force majeure is deemed to have ceased (Section IIIA. 1.b, Appendix 4 of the revised IRR)
- d. Failure of the Supplier to perform any other obligations under the Contract (Appendix 4, Section IIIA. 1.C, Appendix 4 of the revised IRR).

5. Blacklisting of Supplier

For refusal to accept an award, or enter into contract or perform the obligations as agreed, without justifiable cause after it has been adjudged as having the Lowest Calculated and Responsive Bid (LCRB), BCDA shall include the winning Supplier in the list of BCDA Blacklisted Suppliers for the period of one (1) year.