



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

January 17, 2023

MR. PATRICK GREGG TEÑOZA

Account Manager
ADROW CREATIVES, INC.
Ground Floor, ADW Corporate Center
14 Catalina Street, GSIS Road, Pasig City

NOTICE OF AWARD

Dear Mr. Teñoza:


We are pleased to inform you that the Contract for the PROVISION OF EVENTS MANAGEMENT SERVICES FOR THE 52ND SEAMEO COUNCIL CONFERENCE on February 8-10, 2023 is hereby awarded to you as the Bidder with the Single Calculated and Responsive Bid at a total contract amount of **Five Million Four Hundred Seventy-Seven Thousand Seven Hundred Seventy-Seven Pesos (Php5,477,777.00)**.

You are therefore required, from receipt of this Notice of Award, to formally enter into contract with us, and submit the Performance Security within ten (10) days from receipt hereof. Failure to enter into contract or provide Performance Security shall constitute a sufficient ground for cancellation of this award and forfeiture of your Bid Security.

Very truly yours,


WILFREDO E. CABRAL, CESO III
Regional Director

CONFORME:

Name & Signature:  PATRICK GREGG TEÑOZA
Date: JANUARY 20, 2023





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Department of Education
NATIONAL CAPITAL REGION

January 18, 2023

MR. PATRICK GREGG TEÑOZA
Account Manager
ADROW CREATIVES, INC.
Ground Floor, ADW Corporate Center
14 Catalina Street, GSIS Road, Pasig City

NOTICE TO PROCEED


Dear Mr. Teñoza:

With the executed Contract on the PROVISION OF EVENTS MANAGEMENT SERVICES FOR THE 52ND SEAMEO COUNCIL CONFERENCE on February 8-10, 2023, you are advised to proceed upon receipt of this Notice, in accordance with the terms and conditions thereof.

Very truly yours,


WILFREDO E. CABRAL, CESO III
Regional Director

CONFORME:

Name & Signature:  PATRICK GREGG TEÑOZA

Date: JANUARY 26, 2023





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

CONTRACT
PROVISION OF EVENTS MANAGEMENT SERVICES FOR THE 52ND SEAMEO COUNCIL CONFERENCE

KNOW ALL MEN BY THESE PRESENTS:

That this Contract for the **Provision of Events Management Services for the 52nd SEAMEO Council Conference** entered into by and between:

The DEPARTMENT OF EDUCATION, NATIONAL CAPITAL REGION, a Department of the Government of the Philippines with Office address at Misamis Street, Bago Bantay, Quezon City, Metro Manila, herein represented by its Regional Director, WILFREDO E. CABRAL, referred to as the PROCURING ENTITY,

-and-

ADROW CREATIVES, INC. an entity duly organized and existing under the laws of the Republic of the Philippines with Office address at Ground Floor, ADW Corporate Center, 14 Catalina Street, GSIS Road, Pasig City herein represented by its Account Manager, PATRICK GREGG TEÑOZA, herein referred as the SERVICE PROVIDER.

WITNESSETH:

WHEREAS, after the public bidding for the provision of events management services for the 52nd SEAMEO Council Conference to be held on February 8-10, 2023 with an ABC of Php6,356,000.00, the Bids and Awards Committee declared the bid of the SERVICE PROVIDER as the single calculated and responsive bid and recommends the award of contract to Adrow Creatives, Inc. per BAC Resolution No. 03, s. 2023 and a Notice of Award was issued;

NOW, THEREFORE, in consideration of the foregoing premises and of the mutual covenants and undertaking set forth, the parties have agreed, as follows:

ARTICLE 1. Obligation of the Service Provider – That, the Service Provider shall perform the following obligations based on the approved specifications stated in ANNEX A.





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ARTICLE 2 - CONTRACT PRICE. The PROCURING ENTITY shall pay the SERVICE PROVIDER in consideration for the full and faithful performance of its obligations the total amount of **FIVE MILLION FOUR HUNDRED SEVENTY-SEVEN THOUSAND SEVEN HUNDRED SEVENTY-SEVEN PESOS (Php5,477,777.00)**, inclusive of taxes, payable in the following manner:

25%	Mobilization Fee
75%	-After the conduct of the entire conference -After submission of all documentation and technical and financial reports (printed and soft copies)

ARTICLE 3 – LIQUIDATED DAMAGES. If the Service Provider fails to deliver any or all of the Goods and /or perform the Services within the period(s) specified in the Contract, the PROCURING ENTITY shall without prejudice to its other remedies under this contract and under the applicable law, deduct from the Contract Price, as liquidated damages, a sum equivalent to the incurred damages of the delivered part the delay until actual delivery or performance, up to a maximum deduction. Once the maximum deduction is reached, the PROCURING ENTITY may consider termination of the contract.

ARTICLE 8. TAXES. Taxes shall be for the account of the SERVICE PROVIDER and deemed to have been included in the bid proposal. No request for revision of prices and claims by the SERVICE PROVIDER that such taxes or duties were not included in the bid price for any reason whatsoever shall be entertained.

ARTICLE 9. ADDITIONAL PROVISIONS. The SERVICE PROVIDER warrants that it has not given nor promised to give any money, gift or favor to any officials or employees of the PROCURING ENTITY to secure this CONTRACT and any violation of this warranty shall be sufficient ground for the revocation or cancellation of this CONTRACT.

9.1. Any litigation arising from this Contract shall be filed in the courts of Quezon City.

IN WITNESS WHEREOF, the parties hereto have signed this CONTRACT on _____ at Quezon City, Philippines.





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
(PROCURING ENTITY)
By:

ADROW CREATIVES, INC.
(SERVICE PROVIDER)
By:


WILFREDO E. CABRAL, CESO III
Regional Director


PATRICK GREGG TEÑOZA
Account Manager

Signed in the presence of:


RITA E. RIDDLE
BAC Chairperson

Witness

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
Quezon City, Metro Manila) s.c.


BEFORE ME, a Notary Public for and in QUEZON CITY this
JAN 25 2023, personally appeared the following:

WILFREDO E. CABRAL, CESO III and **PATRICK GREGG TEÑOZA**

known to me to be the same persons who executed the foregoing instrument consisting of three pages including this page, and acknowledged to me that the same is their free and voluntary act and deed.

WITNESS MY HAND AND SEAL on the date and the place first above written.

DOC NO 136
PAGE NO 136
BOOK NO X
SERIES OF 136


ATTY. ELISEO S. CALMA, JR.
Notary Public for QC/Until Dec. 31, 2024
Roll No. 50183
PTR No. 4007172D/Jan. 03, 2023/Q.C.
IBP No. 257225, Jan. 01, 2023
MCLE Comp. No. VII-0006924(09/21/2021-04/14/2022)
Adm. Matter No. NP-062(2022-2023)
20 Kamagong St., Sampayan Vill. East Para.
Tel: 136-541-197-000



SEAMEO COUNCIL CONFERENCE

ANNEX A

February 8-10, 2023

TECHNICAL SPECIFICATIONS

I. Proposed Venue:

- *Option 1:* Conrad Hotel
- *Option 2:* Manila Hotel

A. Accommodation:

Quantity	Description
11	Suite or Executive Suite for Ministers/High Officials ¹ of Member Countries
1	King Deluxe Room for SEAMEO Secretariat Director
10	Twin Deluxe Rooms for Regional Directors and Guest
7	Twin Deluxe Rooms for Protocol Officers
20	Twin Standard Rooms for the Secretariat

Note: Rooms for the Ministers' companions will be shouldered by the participating countries

Inclusions: Welcome packages % hotel in rooms upon arrival

- o Check-in time: 12:00 NN (February 7, 2023)²
- o Check-out time: 12:00 NN (February 11, 2023)³
- o 24 hours hot and cold shower
- o Clean beddings, rooms, and restrooms
- o With at least 2 electrical outlets
- o With 24-hour security, front desk, and housekeeping services

B. Function/Meeting Rooms:

- **February 7, 2023 (17:00-19:00)**
 - 2 small rooms for bilateral meetings (with 2 couch, 2 sets of sofa, 1 small table)

¹ In case the Minister will not attend

² May change depending on the delegates' flight details

³ May change depending on the delegates' flight details

- **February 8, 2023**

- 1 medium-sized air-conditioned ballroom that can accommodate 50 pax for the In Camera Session⁴ (morning)



- 1 ballroom that can accommodate about 60 pax for the press conference
- 1 LCD advertising display monitor outside the ballroom



- LED wall on stage with standby technical team
- U-shaped table arrangement (table with floral arrangement)
- 2 smart 40-inch TV monitors facing the left and right side tables
- Sound system
- Table for two in front (table with floral arrangement)
- One podium with floral arrangement
- Wooden name plate with the country's flag and name and one with "CHAIRPERSON"



- Brunei Darussalam
- Cambodia
- Indonesia
- Lao PDR

⁴ Ministers and 1 Senior Official of each Member Country and 1 from each Associate Member Country

- Malaysia
- Myanmar
- Philippines
- Singapore
- Thailand
- Timor Leste
- Viet Nam
- Australia
- Canada
- France
- Germany
- Netherlands
- New Zealand
- Spain
- Kingdom of Morocco
- The United Kingdom
- SEAMEO

- Conference microphone (2 for table in front; 11 for the U-shaped table)



- 3x6 ft Embroidered flags (measurements TBC)
- Unlimited free, strong, and stable access to internet/Wifi in all areas of the venue
- Power outlets/extension accessible for those seated at the tables
- Free-flowing coffee and tea, and candies
- 10 Usher/usherette

- **February 8 afternoon, Feb 9-10, 2023** - 1 big air conditioned Ballroom for 200 pax with stage for Plenary



- 1 LCD advertising display monitor outside the ballroom



- With LED wall with standby technical team
- 2 QR code scanners
- Sound system
- U-shaped table arrangement (table with floral arrangement)
- Table for two in front (table with floral arrangement)
- Wooden name plate with names of Countries and "CHAIR"
- Conference microphone (2 for table in front; 11 conference microphone at the U-shaped table)
- lounge area with sofa and table on the left side of the stage
- 2 wireless microphone
- clicker (for presentations)
- Unlimited free strong and stable access to internet/Wifi in all areas of the venue
- two podiums
- Two long tables and chairs for reception/registration



- Elevated stage
- 200 Conference kits (bag, pads and pens for the participants) with the conference logo

- Free-flowing coffee and tea, and candies
- 6 smart 40-inch TV conference monitors



- One (1) Room for buffet lunch for 190 pax for February 8 (Secretariat and other participants)
- One (1) Holding Room for 20 pax for Feb 8-10 (for VIP and for buffet lunch)
- One (1) Holding Room for February 8 for 25 pax with space for their costumes and props (for Cultural Performers - morning and evening)
- One (1) War Room for 36 pax (Secretariat) with adequate space for photocopier machine, printer, paper cutter, and other office supplies (bond paper, stapler, folders, scissors, cutters, envelopes, markers, folders, special paper, etc.)
- 2 small rooms for bilateral meetings (with 2 couch, 2 sets of sofa, 1 small table)



- 1 small ballroom for exhibit (26 SEAMEO Centres and 10 Partner Countries/Agencies); with tables and chairs
- 10 Usher/usherette

- 22 flag poles
- Flags [size]
 - Brunei Darussalam
 - Cambodia
 - Indonesia
 - Lao PDR
 - Malaysia
 - Myanmar
 - Philippines
 - Singapore
 - Thailand
 - Timor Leste
 - Viet Nam
 - Australia
 - Canada
 - France
 - Germany
 - Netherlands
 - New Zealand
 - Spain
 - Kingdom of Morocco
 - The United Kingdom
 - SEAMEO

Note: Other flags may be added in the list.

C. Other Requirements:

- Follows IATF Rules and Regulations for COVID-19
- Stand-by vehicle and driver for the Secretariat from February 7-11, 2023
- Stand-by wheelchair and medical/first aid kit from February 7-11, 2023
- 1 Nurse and 1 doctor from February 8-10, 2023
- With appropriate and sufficient parking area for the participants
- Antigen test kits for 200 pax for each day from February 8-10, 2023

II. Meals:

- Meals for 200 pax for the welcome dinner and cultural night (from hotel)
- Meals for 67 pax for secretariat during the ingress (February 7) and Egress (February 11)
- Meals for 200 pax for February 8
- Meals for 150 pax for February 9

Note: No pork policy and provision of halal food

	Feb 7	Feb 8	Feb 9	Feb 10	Feb 11
Breakfast	67 pax	67 pax	67 pax	67 pax	67 pax
AM Snack	67 pax	200 pax	150 pax Snack/dessert bar	150 pax Snack/dessert bar	67 pax
Lunch (Buffet)	67 pax	200 pax	150 pax	150 pax	67 pax
PM Snack	67 pax	200 pax	150 pax Snack/dessert bar	150 pax Snack/dessert bar	
Dinner	100 pax	200 pax Welcome Dinner (Waiter/ sit-down service)	67 pax	67 pax	

III. Procurement of Other Goods and Services:

A. Event Support:

- Events Management Company

B. Transportation:

- 11 car rental for Ministers and SEAMEO Director - BMW and/or Mercedes
- 6 black vans, preferably brand new, with uniformed chauffeurs equipped with cellphone with enough load for communication, for the delegations (senior officials)
- With 20 bottled water in each van
- Van with laminated SEAMEC logo A4 size on the windshield
- All fees such as gas, toll, parking, etc. and meals of the drivers must be shouldered by the provider

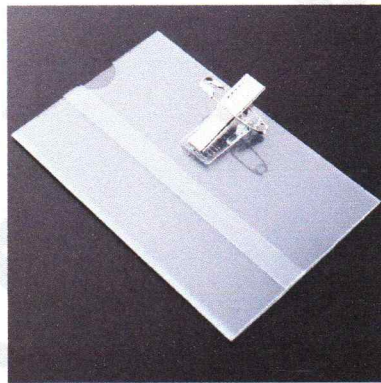


C. Tour:

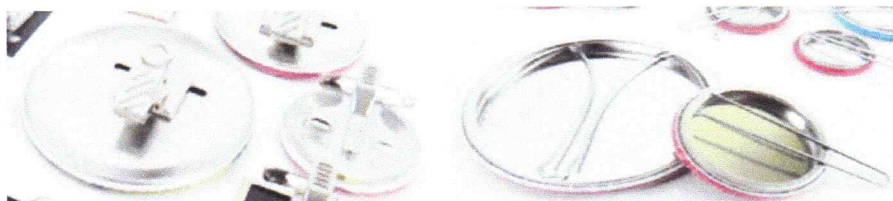
- Entrance Fee to Fort Santiago/Intramuros and National Museum
- Malacañan Museum
- Transportation

D. Supplies and Materials:

- 50 pcs. of lei (made of wooden beads)
- 5 reams of Bond Paper A4 and legal Substance 20
- 10 reams of Conqueror A4 size
- 2 packs of sticker paper
- 5 boxes Staple wire
- 5 boxes of big and small paper clips
- 5 boxes of small binder clips
- 5 boxes of big binder clips
- 1 box of black pens
- 3 "4x6" Tarpaulin (for NAIA Terminal 1, 2, and 3)
- 20 Ring Binder Folder
- 5 boxes of Tabs
- 2 Printers with black and colored ink
- Provision of photocopying machine
- 10 Staplers
- 10 Scotch Tape
- 10 Masking Tape
- 1 box of Laminating film A4 size
- 25 USB 32GB



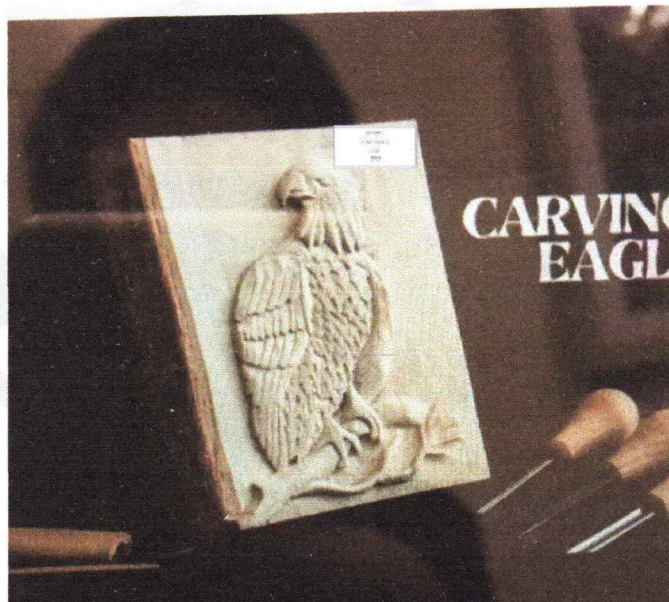
- 75 ID case A3 with clips (landscape)
- 75 ID lace with the following colors: combination of red, blue, yellow, white
- 11 clipped button pins for ministers 2.25in





E. Gifts:

- Tokens for Ministers/High Officials -
 1. 11 Barong for the Ministers/Head of Delegation according to their measurements to be worn on February 8 at the welcome dinner
 2. 22 Filipino leather bags made of/with strip of traditional cloth
 3. 22 Envelopes/folders made of native raw products
 4. 22 Notebooks
 5. 22 Pens
 6. 22 Choco-covered dried mangoes
 7. 11 Wooden eagle plaques with SEAMEC logo



8. 11 6-pc sets of coasters with pictures/paintings of PH tourist destinations with descriptions at the back



F. Videographer

G. Uniform for TWG

- 67 pcs. **black** blazer with embroidered DepEd logo for February 8, 2023

7	Small
25	Medium
25	Large
5	Extra Large
5	XXL



- 67 pcs. gray blazer with embroidered DepEd logo for February 9, 2023

7	Small
25	Medium
25	Large
5	Extra Large
5	XXL



NOTHING FOLLOWS