



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

June 13, 2024

MS. JENNY U. LUSUAN

Managing Director
AZTECO CORPORATION (AXIAA HOTEL)
35 West Avenue, EDSA, Brgy. Bungad, Quezon City

NOTICE OF AWARD

Dear **Ms. Lusuan**:

We are pleased to inform you that the Contract for the PROVISION OF BOARD & LODGING FOR THE REGIONAL TRAINING OF TRAINERS (RTOT) ON THE CONTENT AND DELIVERY OF THE LIMITED SCALE OF THE BE YOUR OWN BOSS (BYOB) AND WORK-BASED LEARNING IN THE ALTERNATIVE LEARNING SYSTEM (ALS) of DepEd NCR on July 23-27, 2024 is hereby awarded to you as the Bidder with the Single Calculated and Responsive Bid in the total contract amount of **One Million One Hundred Ninety-Nine Thousand Four Hundred Pesos (Php1,199,400.00)**.

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,

JOCELYN DR ANDAYA
Director IV

CONFORME:

Name & Signature:

Date:

Jenny Lusuan
June 26, 2024



Address: 6 Misamis St., Bago Bantay, Quezon City 1105
Email address: ncr@deped.gov.ph
Website: depedncr.com.ph

Doc. Ref. Code	RO-ORD-F-006	Rev	00
Effectivity	01.26.23	Page	1 of 1



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

June 14, 2024

MS. JENNY U. LUSUAN

Managing Director

AZTECO CORPORATION (AXIAA HOTEL)

35 West Avenue, EDSA, Brgy. Bungad, Quezon City

NOTICE TO PROCEED

Dear **Ms. Lusuan**:

With the executed Contract on the PROVISION OF BOARD & LODGING FOR THE REGIONAL TRAINING OF TRAINERS (RTOT) ON THE CONTENT AND DELIVERY OF THE LIMITED SCALE OF THE BE YOUR OWN BOSS (BYOB) AND WORK-BASED LEARNING IN THE ALTERNATIVE LEARNING SYSTEM (ALS) of DepEd NCR on July 23-27, 2024 you are advised to proceed upon receipt of this Notice, in accordance with the terms and conditions thereof.

You are also advised to send details as to the bank's name, address & account number, TIN number and the date of incorporation/birthday. Then, upon receipt of payment, you shall submit the Official Receipt (OR) to the Cashier's Office within five (5) days.

Very truly yours,

JOCELYN DR ANDAYA

Director IV

CONFORME:

Name & Signature:

Date:

Jenny Lusuan
June 26, 2024



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Doc. Ref. Code	RO-ORD-F-006	Rev	00
Effectivity	01.26.23	Page	1 of 1



Republic of the Philippines
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NATIONAL CAPITAL REGION

Contract No. PB CLMD-2024-012

CONTRACT

PROVISION OF BOARD & LODGING FOR THE PROVISION OF BOARD & LODGING FOR THE REGIONAL TRAINING OF TRAINERS (RTOT) ON THE CONTENT AND DELIVERY OF THE LIMITED SCALE OF THE BE YOUR OWN BOSS (BYOB) AND WORK-BASED LEARNING IN THE ALTERNATIVE LEARNING SYSTEM (ALS)

KNOW ALL MEN BY THESE PRESENTS:

This Contract entered by:

The DEPARTMENT OF EDUCATION – NATIONAL CAPITAL REGION as an executive department of the Republic of the Philippines created under its laws with office address at Misamis St., Bago Bantay, Quezon City, represented by JOCELYN DR ANDAYA, Director IV, herein referred to as the **“First Party”**;

and

ASTECO CORPORATION, a private entity organized in accordance with the laws of the Philippines with business address at 135 West Avenue, EDSA, Brgy. Bungad, Quezon City represented by JENNY U. LUSUAN, Managing Director, herein referred to as the **“Second Party”**;

Collectively referred to as the parties.

-Witnesseth-

WHEREAS, the First Party conducted a bidding for the provision of board & lodging for the RTOT on the Content and Delivery of the Limited Scale of the BYOB and Work-Based Learning in the ALS with an ABC of Php1,200,000.00 sourced from NBC 590 Annex A-1 Flexible Learning Options (ADM/ALS/EiE);

WHEREAS, the **Second Party** was declared the single calculated and responsive bidder;

WHEREAS, after post-qualification, the **Second Party** was declared the single calculated and responsive bidder in the bid amount of Php1,199,400.00;



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Doc. Ref. Code	RO-ORD-F-065	Rev	00
Effectivity	01.26.23	Page	1 of 6



Republic of the Philippines
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Contract No. PB CLMD-2024-012

WHEREAS, the BAC recommended award of contract to the **Second Party** per BAC Resolution No. 74, s. 2024 and a Notice of Award was issued on June 13, 2024;

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

1. That, the **Second Party** shall provide unto the **First Party** the following packages, to wit:
 - a. Regional Training of Trainers (RTOT) on the Content and Delivery of the Limited Scale of the Be Your Own Boss (BYOB) and Work-Based Learning in the ALS with 120 participants and guaranteed 80% participants based on actual attendance
 - b. The following are the approved technical specifications:

Location

- Accessible with any kind of transportation

Plenary Session Hall (Free of Charge)

- Provided with sound system equipment including at least three (3) microphones, three (3) Projectors with screens
- With assigned operator for the sound system who can assist the team during the activity
- Air conditioned with good lighting spacious enough to accommodate at least **120 participants**, with observance of social distancing following the safety health protocols
- Accessible to reliable and fast WIFI connection with at least 50 megabytes (mbps) per second with enough access points that can accommodate approximately 120 devices simultaneously
- Open 7:00 AM to 9:00 PM
- Sanitized daily
- Supplies with flowing coffee, tea and sweetener
- Provided with back drop for activity (Regional Team will send layout design)
- With free alcohol (Isoprophyl, 70%), 500ml, 5-10 bottles to participants use



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Doc. Ref. Code	RO-ORD-F-065	Rev	00
Effectivity	01.26.23	Page	2 of 6



Republic of the Philippines
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NATIONAL CAPITAL REGION

Contract No. PB CLMD-2024-012

- With LED wall in the plenary

Breakout Session Hall (Free of Charge)

- Provided with sound system equipment including at least two (2) microphones, one (1) Projector and white screen
- With assigned operator for the sound system who can assist the team during the activity
- Air conditioned with good lighting spacious enough to accommodate at least 15-20 participants, with observance of social distancing following the safety health protocols
- Five (5) Breakout Rooms, one for each training activity
- Accessible to reliable and fast WIFI connection at least 50 mbps per second with enough access point to accommodate approximately 15-20 devices simultaneously
- Opens 7:00 AM to 9:00 PM daily
- Sanitized and supplied with flowing coffee, tea and sweetener
- Supplied with note pads and pens for participants

Guest Room/Accommodation

- Guest rooms can accommodate three (3) persons and has fitted with **three (3) individual beds, NO SHARING OF BEDS**
- Prepare at least three (3) rooms for TWG and two (2) for the Regional Director & Assistant Regional Director
- With functional cold and hot shower

Food Style Service

- Breakfast Buffet
- Snacks for AM and PM
- Lunch Buffet
- Dinner Buffet
- Provide food menu options for the Project Management Team for assessment and approval

Free Transportation Service

- Arrival from DepEd NCR office, to venue to transport equipment and supplies
- Departure from venue to DepEd NCR office to transport equipment and supplies



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Contract No. PB CLMD-2024-012

Other Service to be provided for free

- Availability of medical when needed
- Medicine kit within each breakout room
- Provision of alcohol in guest rooms, lobby and session halls

Green Procurement Specifications

- Service Provider shall have its own environmental policy such as reduction of waste and energy consumption, and water saving.
- Service Provider shall provide a vegetarian and non-meat offer
- Service Provider also eliminate the usage of non-essential disposable products like plastic bags, single-use utensils, etc.
- Indoor lighting must energy efficient
- The service supplier shall provide local or regional products or products which are produced in a sustainable way (e.g. produced according to good agriculture practices, organic, avoiding overfishing, no products from threatened species) when offering food and beverages.
- The service supplier shall reduce packaging and usage of disposable containers for food, drink and condiments.
- The service supplier shall post its environmental policies or targets in places where guests and employees can easily notice them.

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2. The **First Party** shall pay the **Second Party** in consideration for the full and faithful performance of its obligations the total amount of **One Million One Hundred Ninety-Nine Thousand Four Hundred Pesos (Php1,199,400.00)**.
 3. That for and in consideration of the services rendered by the **Second Party**, the **First Party** shall pay the full payment of the contract price after the event, upon submission of billing statement and other necessary documents, subject to the usual accounting and auditing rules and regulations;
 4. Notwithstanding the foregoing payment shall be based on actual attendance of participants.
 5. Taxes shall be for the account of the **Second Party** and deemed to have been included in the bid proposal. No request for revision of prices and claims by the **Second Party** that such taxes or duties were not



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Doc. Ref. Code	RO-ORD-F-065	Rev	00
Effectivity	01.26.23	Page	4 of 6



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Contract No. PB CLMD-2024-012

included in the bid price for any reason whatsoever shall be entertained.

6. This Contract shall take effect upon signing thereof by the parties.

IN WITNESS WHEREOF, the parties hereto signed this Contract on June 13, 2024 at Quezon City, Philippines.


DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION

AZTECO CORPORATION
(AXIAA HOTEL)


JOCELYN DR ANDAYA
Director IV


JENNY U. LUSUAN
Managing Director

Signed in the presence of:


CRISTITO A. ECO
Assistant Regional Director
BAC Chairperson


CHESTINE D. CERILLA
Sales Manager



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Doc. Ref. Code	RO-ORD-F-065	Rev	00
Effectivity	01.26.23	Page	5 of 6



Republic of the Philippines
Department of Education
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Contract No. PB CLMD-2024-012

ACKNOWLEDGMENT

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

BEFORE ME, a Notary Public for and in _____ this
_____, personally appeared the following:

JOCELYN DR ANDAYA and JENNY U. LUSUAN

known to me to be the same persons who executed the foregoing instrument consisting of six 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.



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Doc. Ref. Code	RO-ORD-F-065	Rev	00
Effectivity	01.26.23	Page	6 of 6