



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

May 13, 2024

MS. MERLE B. DACASIN
Sales and Marketing Manager
GREAT EASTERN HOTEL, INC.
1403 Quezon Avenue, Quezon City

NOTICE OF AWARD

Dear **Ms. Dacasin**:

We are pleased to inform you that the Contract for the PROVISION OF VENUE & ACCOMMODATION FOR THE PRIME SYNERGY - PRIVATE SCHOOLS SUMMIT 2024 of DepEd NCR on May 24, 2024 is hereby awarded to you as the Bidder with the Single Calculated and Responsive Bid in the total contract amount of **One Million Two Hundred Forty-Six Thousand Pesos (Php1,246,000.00)**.

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: 



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

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Republic of the Philippines
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May 14, 2024

MS. MERLE B. DACASIN
Sales and Marketing Manager
GREAT EASTERN HOTEL, INC.
1403 Quezon Avenue, Quezon City

NOTICE TO PROCEED

Dear **Ms. Hipolito**:

With the executed Contract on the PROVISION OF VENUE & ACCOMMODATION FOR THE PRIME SYNERGY - PRIVATE SCHOOLS SUMMIT 2024 of DepEd NCR on May 24, 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: _____



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Contract No. PB QAD-2024-010

CONTRACT

PROVISION OF BOARD & LODGING FOR THE PROVISION OF VENUE & ACCOMMODATION FOR THE PRIME SYNERGY - PRIVATE SCHOOLS SUMMIT 2024

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

GREAT EASTERN HOTEL, INC., a private entity organized in accordance with the laws of the Philippines with business address at 1403 Quezon Avenue, Quezon City represented by MERLE B. DACASIN, Sales and Marketing Manager, 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 venue & accommodation for the PRIME Synergy - Private Schools Summit 2024 to be conducted on May 24, 2024 with a total ABC of Php1,256,000.00 sourced from registration fees of the participants;

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

WHEREAS, after post-qualification, the **Second Party** was declared the lowest calculated and responsive bidder in the bid amount of Php1,246,000.00;

WHEREAS, the BAC recommended award of contract to the **Second Party** per BAC Resolution No. 57, s. 2024 and a Notice of Award was issued on May 13, 2024;



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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. Venue & accommodation for the PRIME Synergy - Private Schools Summit 2024 of DepEd NCR to be conducted on May 24, 2024 with approximately 1,000 participants and guaranteed 80% participants.

b. With Day 0 board & lodging for 28 participants

c. The following are the approved technical specifications:

- Preferably within NCR
- Provision of venue for 1,000 participants
- With two (2) snacks and lunch
- Provision of board & lodging for Day 0 of QAD RO Personnel
- Four (4) spare rooms for break-out sessions
- Provision of parking
- With overflowing coffee
- With internet connection
- LED wall for projection
- Program invitation
- At least 80% guaranteed participants or actual attendees

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.



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- The service supplier shall post its environmental policies or targets in places where guests and employees can easily notice them.
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 Two Hundred Forty-Six Thousand Pesos (Php1,246,000.00)**.
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 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 May 13, 2024 at Quezon City, Philippines.

DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION

GREAT EASTERN HOTEL, INC.

JOCELYN DR ANDAYA
Director IV

MERLE B. DACASIN
Sales and Marketing Manager

Signed in the presence of:

CRISTITO A. ECO
Assistant Regional Director

DENNIS RONDOLO
Witness of the Second Party



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Contract No. PB QAD-2024-010

ACKNOWLEDGMENT

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

BEFORE ME, a Notary Public for and in QUEZON CITY this
24 MAY 2024 personally appeared the following:

JOCELYN DR ANDAYA and MERLE B. DACASIN

known to me to be the same persons who executed the foregoing instrument consisting of four 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# 248
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 BOOK# 29
 SERIES OF 20 20

Chubina
 ATTY. CONCEPCION M. W. AREÑA
 Notary Public for Quezon City
 Until December 31, 2024
 PTR No. 5585793 / January 03, 2024 Q.C
 IBP No. 399809 / January 04, 2024 Q.C
 Roll No. 38457 / 05-09-1990
 MCLE VII-0000991 / 09-21-2021
 ADM. MATTER No. NP-021 (2024-2025)
 TIN NO. 131-942-754
 Matalino Corner Malakas ST., Brgy. Central
 District IV, Diliman Quezon City



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