



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

May 9, 2024

MS. MA. IREENE TOLENTINO-HIPOLITO
Head, Sales and Marketing
THE BLULANE HOTEL, INC.
609 Tomas Mapua Street, Binondo, Manila

NOTICE OF AWARD

Dear **Ms. Hipolito:**

We are pleased to inform you that the Contract for the PROVISION OF BOARD & LODGING FOR THE BATCH 3 TRAINING OF TRAINERS METHODOLOGY LEVEL 1 FOR SHS-TVL AND JHS - SPTVE TEACHERS of DepEd NCR on May 11-20, 2024 (Batch1) and July 15-24, 2024 (Batch 2) is hereby awarded to you as the Bidder with the Single Calculated and Responsive Bid in the total contract amount of **Three Million Three Hundred Seventy-Eight Thousand Pesos (Php3,378,000.00).**

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: **MA. IREENE V. TOLENTINO**

Date: **MAY 9, 2023**



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



Republic of the Philippines
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NATIONAL CAPITAL REGION

May 10, 2024

MS. MA. IREENE TOLENTINO-HIPOLITO
Head, Sales and Marketing
THE BLULANE HOTEL, INC.
609 Tomas Mapua Street, Binondo, Manila

NOTICE TO PROCEED

Dear **Ms. Hipolito:**

With the executed Contract on the PROVISION OF BOARD & LODGING FOR THE BATCH 3 TRAINING OF TRAINERS METHODOLOGY LEVEL 1 FOR SHS-TVL AND JHS - SPTVE TEACHERS of DepEd NCR on May 11-20, 2024 (Batch 1) and July 15-24, 2024 (Batch 2), 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:

MA. IREENE TOLENTINO
MAY 10, 2024



Address: 6 Misamis St., Bago Bantay, Quezon City 1105
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Republic of the Philippines
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Contract No. PB CLMDD-2024-010

CONTRACT

PROVISION OF BOARD & LODGING FOR THE PROVISION OF BOARD & LODGING OF THE BATCH 3 TRAINING OF TRAINERS (TOT) METHODOLOGY LEVEL 1 FOR SHS-TVL AND JHS-SPTVE TEACHERS

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

THE BLULANE HOTEL, INC., a private entity organized in accordance with the laws of the Philippines with business address at 609 Tomas Mapua Stree, Binondo, Manila represented by MA. IREENE TOLENTINO-HIPOLITO, Head, Sales and Marketing, 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 board & lodging for the Batch 3 TOT Methodology Level 1 for SHS-TVL and JHS-SPTVE Teachers to be conducted on May 11-20, 2024 (Batch1) and July 15-24, 2024 (Batch 2) with a total ABC of Php3,378,000.00 with SARO No. OSEC-NCR-24-0019;

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 Php3,378,000.00;



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WHEREAS, the BAC recommended award of contract to the **Second Party** per BAC Resolution No. 56, s. 2024 and a Notice of Award was issued on May 9, 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. Batch 3 Training of Trainers Methodology Level 1 for SHS-TVL and JHS-SPTVE Teachers to be conducted on May 11-20, 2024 (Batch1) and July 15-24, 2024 with 84 participants per batch and guaranteed 80% participants.

b. The following are the approved technical specifications:

A. Location

- Must be within the City of Manila

B. Plenary Session Hall (Free of Charge)

- Provided with sound system equipment including at least three (3) microphones, one (1) Projector with white screens
- With assigned operators for the sound system who can assist the team during the activity
- Air conditioned with good lighting spacious enough to accommodate at least **84 participants**, following health protocol guidelines
- Provided with conference tables and chairs
- Accessible to reliable and fast WIFI connection with at least 50 megabytes (mbps) per second with enough access points that can accommodate approximately 75 devices simultaneously
- Opens from 7:00 AM to 12:00 noon (first and last day)
- Sanitized for the activity
- Supplied with flowing coffee, tea and sweetener
- Provided with back drop for activity (*Regional Team will send layout design*)
- With free alcohol (Isoprophyll, 70%), for participants use

C. Breakout Session Hall (Free of Charge)

- Three (3) breakout session rooms



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- Provided with sound system equipment including at least three (3) microphones, one (1) Projector with white screen
- With assigned operators for the sound system who can assist the team during the activity
- Air conditioned with good lighting spacious enough to accommodate at least 30-35 participants, following physical distancing guidelines
- Accessible and reliable WIFI connections at least 20 megabytes (mbps) per second to accommodate 60-65 devices simultaneously per breakout room
- Opens from 7:00 AM to 9:00 PM daily
- Sanitized daily
- Supplied with note pads and pens for participants
- Supplied with flowing coffee, tea and sweetener

D. Holding Room

- Provided with tables and chairs
- Air conditioned with good lighting, spacious enough to accommodate at least 75 participants
- To be used in the last 3 days of the Phase 2

E. Guest Room/Accommodation

- Guest rooms can accommodate two (2) persons ONLY and has fitted sheets with **two individual beds**, NO SHARING OF BEDS
- Prepare at least three (3) rooms for TWG (2 persons per room) and two (2) for the Regional Director & Assistant Regional Director (1 person per room)
- With functional cold and hot shower
- With toiletries

F. Food Style Service

- Breakfast Buffet
- Snacks (AM and PM)
- Lunch Buffet
- Dinner Buffet
- Provide food menu options for the Project Management Team for assessment and approval
- Provide halal food when necessary
- First meal: AM Snacks of Day 1
- Last meal: PM Snacks of last day



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G. Other Services to be provided for free

- Availability of medical team when needed
- Medicine kit within each breakout rooms
- Provision of alcohol in guest rooms, lobby and session halls
- Vehicle to transport equipment & supplies including facilitators from DepEd NCR to the venue and vice versa

H. 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.
2. The **First Party** shall pay the **Second Party** in consideration for the full and faithful performance of its obligations the total amount of **Three Million Three Hundred Seventy-Eight Thousand Pesos (Php3,378,000.00)**.
 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 a



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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 9, 2024 at Quezon City, Philippines.

DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION

THE BLULANE HOTEL, INC.

JOCELYN DR ANDAYA
Director IV

MA. IREENE TOLENTINO-HIPOLITO
Head, Sales and Marketing

Signed in the presence of:

CRISTITO A. ECO
Assistant Regional Director
BAC Chairperson

JENNIFER M. SANAPIN
EVENTS MANAGER
Witness of the Second Party



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ACKNOWLEDGMENT

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

CITY OF MANILA

BEFORE ME, a Notary Public for and in *CITY OF MANILA* this
MAY 10 2024, personally appeared the following:

JOCELYN DR ANDAYA and MA. IREENE TOLENTINO-HIPOLITO

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.

ROL. NO. 190
AGE NU. 20
BOOK NO. XXI
SERIES 2024

[Signature]
ATTY. CREDITO R. EASTMANERO
Notary Public and Director 31, 2024
Notarial Commission 2013-052
LEP# 103726 Pasig City for yr 2023
PER# 0154714 PMA - 1-3-2023
E-MAIL 255473, TOLL-FREE 02-888 845
MCLE Encl. No. VII-1-PC 04570 '21 4-14-2025



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