



MS. ATTY. EDELYN A DUNGAN-CLAUSTRO
 DIRECTOR IV
 Administrative and Financial Management Office
Thru: Engr. Gerardo S. Gatchalian - Officer-In-Charge
 Procurement and Property Management Division (PPMD)
Overseas Workers Welfare Administration
OWWA Center Building, **FB Harrison** corner
 7th Street, Pasay City, Philippines
 Tel. No.: 8-833-0113 | Fax No.: 8-833-1010
 Trunkline No.: 8-891-7601 to 24 local 5310
 Email: procurement@owwa.gov.ph

LIVE-IN CONTRACT

Dear Ms. Claustro,

Greetings from One Pacific Place Serviced Residences!

We are pleased to submit our proposal based on your live-in requirements for **Supervisory Development Course Track 2** this coming **July 18-21 2023**.

1. ACCOMMODATION ARRANGEMENTS

Room Type	Rates (net)
Studio Room (24sqm.) Single or Double Occupancy <i>Bed Configuration: 1 Queen or 2 Single Beds</i>	Php 2,200.00/room/night
Extra Person Charge	Php 1,000.00/room/night
Stay Dates: July 18-21 2023	
Studio Twin x Php 2,200 nett x 3 nights x 14 rooms	Php 92,400.00
Studio Queen x Php 2,200 nett x 3 nights x 2 rooms	Php 13,200.00
TOTAL ESTIMATED ROOM REVENUE	Php 105,600.00

ROOM INCLUSIONS:

- Welcome Drink upon arrival
- **Buffet Breakfast by The Stand Café for 2 persons per room.**
- Free use of Swimming Pool & Gym
- In-room Water Carafe
- Complimentary Daily Replenishment of Coffee and Tea Sachets
- Complimentary Parking (First Come, First Serve basis)
- Free Wi-Fi Access

OTHER ROOM NOTES:

- Early Check – in is subject to room availability, guests may leave their bags / luggage in concierge / FO Office.



- Late check – out is until 2pm only, guests may leave their bags / luggage again in concierge / FO Office.
- Rooms are non – smoking.
- Smoking Room Area is located in our basement 1.

2. BANQUET ARRANGEMENTS

Serviced Residences

Date	Time	Room	Setup	Guaranteed No. of Persons	Special Net Rate per Person
July 18, 2023	7:00AM-8:00PM	Garden Room (6th Floor)	Classroom	30 persons	Php 1,610.00 per person (Php 48,300.00 / per day)
July 19, 2023	7:00AM-8:00PM	Garden Room (6th Floor)	Classroom	30 persons	Php 1,610.00 per person (Php 48,300.00 / per day)
July 20, 2023	7:00AM-8:00PM	Garden Room (6th Floor)	Classroom	30 persons	Php 1,610.00 per person (Php 48,300.00 / per day)
July 21, 2023	7:00AM-8:00PM	Garden Room (6th Floor)	Classroom	30 persons	Php 1,610.00 per person (Php 48,300.00 / per day)
TOTAL AMOUNT:					Php 193,200.00 net

Notes: *In excess of the guaranteed number of participants, shall be charged accordingly. The hotel reserves the right to relocate the group to a more suitable venue in case of sudden changes in the number of attendees.

- Meals are inclusive of one round of iced tea.
 - **18JULY2023 AM, PM SNACKS, MANAGED BUFFET LUNCH & DINNER**
 - **19JULY2023 AM, PM SNACKS, MANAGED BUFFET LUNCH & DINNER**
 - **20JULY2023 AM, PM SNACKS, MANAGED BUFFET LUNCH & DINNER**
 - **21JULY2023 AM, PM SNACKS, MANAGED BUFFET LUNCH & DINNER**
- **Inclusive of Socials night package for 30 persons.**
- Digital Signage & Door posting.
- Use of function room for 8 hours with Secretariat table.
- Use of basic sound system with microphone
- Extension cords (15 pcs depending on the requirements)
- Wide projector screen
- LCD Projector
- Whiteboard with markers and eraser
- Pads and pencils
- Flipchart with easel stand
- Assorted mints and candies
- Complimentary flowing coffee & tea
- Complimentary WiFi access
- Smoking area located at Basement 1
- Complimentary Parking *(based on 10% guaranteed number of banquet participants)*

TOTAL CONTRACT PRICE PHP 298,800.00 net

Inclusive of Vat and Service Charge

Any additional/incidentals expenses shall be charged to the guest’s personal account unless otherwise signed by the authorized signatory.

TERMS AND CONDITIONS

- The HOTEL shall provide all arrangement based on the guaranteed minimum Stipulated in each organized meal with 10% allowance for a possible increase in attendance. Each person counted with this allowance shall be charged accordingly.
- In case attendance goes beyond 10% allowance based on the minimum guaranteed covers, the HOTEL shall not be responsible or liable for the delay in food replenishment and/or service; and the menu to be served shall be subject to Chef's Discretion.
- Guests are prohibited from bringing into the hotel premises any food and beverage items. Likewise, bringing of food and beverage out of the hotel premises is not allowed.
- Brown-bagging and take-out from any buffet is strictly prohibited.
- Function rooms are assigned by the guaranteed minimum number of attendees. The HOTEL reserves the right to relocate the group to a more suitable venue in case of sudden changes in the number of attendees.

INGRESS / EXTENSION. Early access of the function room for ingress is subject to availability of the function room and approval of the Sales Account Manager and Director of Sales and Marketing.

In excess of the complimentary hours, additional charges apply:
6TH Floor Php 7,500.00 per hour

3. PAYMENT TERMS

- Send Bill Arrangement
- Letter of Authorization of Purchase Order required or CAF.



Service Residences

If we can be of further assistance, please do not hesitate to contact us at Telephone No. 63 2 5304-7777 loc. 755 or E-mail mdeunida@onepacificplaceresidences.com / eendaya@onepacificplaceresidences.com. We look forward to welcoming you and your guests here at One Pacific Place Serviced Residences.\

ONE PACIFIC PLACE SERVICED RESIDENCES

Overseas Workers Welfare Administration
Authorized Signatory / Company Stamp

Signature:

Name : MS. MELANIE DEUNIDA
Title : Banquet Sales Manager

Signature:

Name:
Title : ARNALDO A. IGNACIO
Administrator

Signature:

Name : Eunice Endaya
Title : Sales Manager

Signature:

Name : MS. Eve Rodriguez
Title : Director of Sales and Marketing



Republic of the Philippines
Department of Migrant Workers
OVERSEAS WORKERS WELFARE ADMINISTRATION

NOTICE OF AWARD

13 July 2023

Ms. YANNA C. PANDAAN
Banquet Coordinator
ONE PACIFIC PLACE
SERVICED RESIDENCES
161 H.V. Dela Costa Street,
Salcedo Village, Makati City


Dear **Ms. Pandaan**,

Please be informed that your bid proposal received 07 July 2023 for the **Proposal for One (1) Lot - Lease of Venue for the Conduct of Supervisory Development Course Track 2** with the Total Contract Price of **Two Hundred Ninety-eight Thousand Eight Hundred Pesos (Php298,800.00)** only, is accepted.


Kindly acknowledge receipt and acceptance of this Notice by signing the space provided below and submit a copy to the Procurement and Property Management Division of the Overseas Workers Welfare Administration (OWWA) at Room 301, 3rd Floor, OWWA Center Building, 7th St., corner F.B. Harrison St., Pasay City.

Thank you.

Very truly yours,


ARNALDO A. IGNACIO
Administrator

Conforme:


for: *Eunice Undaya Sales manager*
Ms. YANNA C. PANDAAN
Banquet Coordinator
ONE PACIFIC PLACE SERVICED RESIDENCES
Date: 7/18/2023



Republic of the Philippines
Department of Migrant Workers
OVERSEAS WORKERS WELFARE ADMINISTRATION

NOTICE TO PROCEED

Date: JUL 18 2023

Ms. YANNA C. PANDAAN
Banquet Coordinator
ONE PACIFIC PLACE
SERVICED RESIDENCES
161 H.V. Dela Costa Street,
Salcedo Village, Makati City

Dear **Ms. Pandaan**,

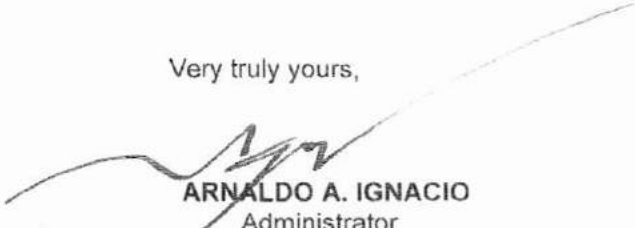
The attached Contract Agreement having been approved, notice is hereby given to **ONE PACIFIC PLACE SERVICED RESIDENCES** that service for the Proposal for One (1) Lot - Lease of Venue for the Conduct of Supervisory Development Course Track 2 may commence effective **July 18-21, 2023** after the receipt of this notice.

Relative thereto, your company's performance is being evaluated by the Procurement and Property Management Division (PPMD) and/or End-User.


Please acknowledge receipt and acceptance of this Notice by signing the space provided below and submit a copy to the PPMD of the Overseas Workers Welfare Administration (OWWA) at Room 301, 3rd Floor, OWWA Center Building, 7th St., corner F.B. Harrison St., Pasay City.

Thank you.

Very truly yours,


ARNALDO A. IGNACIO
Administrator

I acknowledge receipt of this Notice on July 18, 2023

 7/18/23
to: Eunice Bndaya - sales manager

Ms. YANNA C. PANDAAN
Banquet Coordinator
ONE PACIFIC PLACE SERVICED RESIDENCES