

MICROTEL
BY WYNDHAM
SOUTH FORBES

Mr. Arnaldo A. Ignacio
Administrator
Overseas Workers Welfare Administration (OWWA)
hrmdd.learning.and.development@gmail.com

RE: WORKSHOP PROPOSAL
April 22-24, 2025

Dear Mr. Ignacio,

Warm greetings from **Microtel by Wyndham!**

Thank you for choosing **Microtel by Wyndham – South Forbes (Near Nuvali)** as venue of your upcoming **Workshop**.

Microtel by Wyndham South Forbes in Metro Sta. Rosa is within the fast-developing South Forbes Golf City and is minutes away from Ayala West Grove as well as Nuvali. The hotel offers first class amenities and state of the art facilities for both corporate meetings and social events. As such, we are pleased to present this proposal.

I. ROOM ACCOMMODATION

DATE	ROOM TYPE	NO. OF ROOM/S	NO. OF NIGHT/S	TOTAL NO. OF PAX	RATE PER NIGHT	TOTAL
April 22-24, 2025	1-Queen Beds Suite (Single Occupancy)	4	2	4-pax	Php 4,900	Php 39,200
April 22-24, 2025	2-Queen Beds Room (Double Occupancy)	23	2	46-pax	Php 3,900	Php 179,400
April 22, 2025	2-Queen Beds Room (Quadruple Occupancy)	1	1	4-pax	Php 5,400	Php 5,400
TOTAL ROOM ACCOMMODATION:						PHP 224, 000.00

*Rates are inclusive of government taxes and service charges.

ROOM AMENITIES AND INCLUSIONS:

- Rates are inclusive of breakfast
- Extra person charge with breakfast is Php750.
- Complimentary WIFI access in the room
- Free use of swimming pool
- One time pass to anytime fitness for in house guests
- 2-Queen-sized beds that meet American Chiropractic Association specifications
- Cable television
- Individually controlled air-condition

SOUTH FORBES

- Full-sized bathroom with hot and cold shower
- Complimentary Wi-Fi internet access
- Complimentary parking slot on a "first come, first serve basis"

II. MEALS AND FUNCTION ROOM REQUIREMENTS

MEAL REQUIREMENTS				
MEAL REQUIREMENTS	RATE PER HEAD	NO. OF PAX	NO. OF DAYS	TOTAL
APRIL 22-24, 2025				
AM SNACK	PHP 270/head	50	3	PHP 40,500.00
BUFFET LUNCH	PHP 680/head	50	3	PHP 102,000.00
PM SNACK	PHP 270/head	50	3	PHP 40,500.00
BUFFET DINNER	PHP 680/head	50	2	PHP 68,000.00
SOCIAL NIGHT	PHP 600/head	50	1	PHP 30,000.00
FUNCTION ROOM REQUIREMENTS				
DATE	PARTICULARS	RATE/DAY	NO. OF DAYS	TOTAL
APRIL 22-24, 2025	Use of Function Room	PHP 15,000	3 DAY	PHP 45,000.00
TOTAL FUNCTION ROOM AND MEAL CHARGES:				PHP 326, 000.00
GRAND TOTAL ROOM AND MEAL CHARGES:				PHP 550, 000.00

*Rates are inclusive of government taxes and service charges.

INCLUSIONS:

- Use of function room from 7:00 AM to 8:00 PM (in excess hour/s Php 1,500/hour)
- Managed Buffet Lunch (1-Soup, 3-Maindish, 1-Vegetable Dish, Rice, 1-Dessert, 1-Round of drinks)
- Basic table and chairs set up
- Use of Sound System with Microphones
- Free use of projector with screen
- Whiteboard with markers and eraser
- Pads and Pencils
- Flip chart, Rostrum, Extension cords
- Flowing coffee and distilled water during session
- Candies/Mints
- Free WiFi internet access
- Free parking on a first come first served basis
- Inclusive of assorted drinks and pica-pica for social night.

III. CUT OFF DATES AND BILLING ARRANGEMENTS

- Rooms are tentatively block upon receipt of the signed contract and requirements on or before April 22, 2025
- Other incidental charges to be settled by cash/credit card prior checking out.
- For send bill arrangement or government terms, we require a copy of **NOTICE OF AWARD, PURCHASE ORDER, BIR 2303 and SIGNED CONTRACT.**
- Payment should be made payable to:

BANK	:	BDO – Power Plant Mall, Rockwell, Makati
ACCOUNT NAME	:	SOUTH FORBES SILANGAN HOTEL CORPORATION
ACCOUNT NUMBER	:	0023-401-40044

IV. TERMS AND CONDITIONS

Cancellations/No Show:

- Rooms are guaranteed upon signing of the contract.
- No show and last minute cancellation should be made at least 14 days before the expected arrival. Otherwise, Microtel shall charge a cancellation / no show fee equivalent to one hundred percent (100%) of the total contract amount.
- Force majeure – Neither party to this agreement shall be liable for failure to perform the party's obligations if such failure is caused by circumstances or events outside their reasonable control, which shall include but not limited to acts of God (including fire, flood, earthquake, storm, hurricane or other natural disasters), government restrictions, war, rebellion, terrorism, labor disputes, or failure in the transportation of equipment, machinery or personnel or in the provision of any utility including power, gas, water or communication services.

Confidentiality and Exclusivity

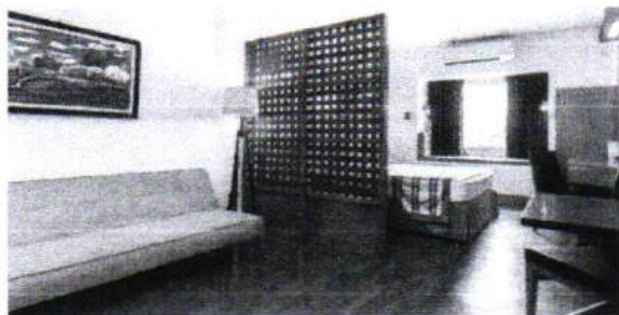
- All rates, terms and conditions herein are deemed CONFIDENTIAL. Any disclosure thereof to any third person or entity shall be in violation of this clause. Rates are for exclusive use of your guests

Termination

- Microtel by Wyndham South Forbes has the option to terminate this agreement by giving fifteen (15) day notice and without incurring any liability thereof.

We hope our proposal merits your approval. For your questions or concerns, you may reach the undersigned at land line number 0956 517 1257 or email southforbes.sales2@microtel.ph

Thank you very much and we're looking forward to welcome you and your guests here at Microtel by Wyndham South Forbes!



**THE SAME GREAT HOTEL
EVERYWHERE YOU GO**



www.microtel-southforbes.com

MICRÔTEL
BY WYNDHAM
SOUTH FORBES



Republic of the Philippines
OVERSEAS WORKERS WELFARE ADMINISTRATION
OWWA Center, 7th St. cor. F.B. Harrison St. Pasay City, 1300

TECHNICAL WORKING GROUP
BID EVALUATION SUMMARY REPORT

TITLE: Proposal for the Lease of Venue for the Business Communications: Training- Workshop on Technical Writing and Public Speaking Skills

PURCHASE REQUEST NO.: 2025-04-0040

APPROVED BUDGET FOR THE CONTRACT (ABC): Php570,000.00

MODE OF PROCUREMENT: Lease of Real Property or Venue

PHILGEPS REFERENCE NO. :

BID SUBMISSION DEADLINE: April 10, 2025, 10:00 AM

BID OPENING SCHEDULE: April 16, 2025, 10:30 AM via ZOOM

NUMBERS OF BID/S SUBMITTED: Two (2)

BID PRICES (as Read Out)

Bidder(s) Name	Amount
Tagaytay City Resort, Inc. (Estancia Resort Hotel)	Php568,500.00
South Forbes Silangan Hotel Corporation (Microtel by Wyndham South Forbes)	Php550,000.00

BID EVALUATION (CORRECTION OF BIDS)

Rank	Bidder(s) Name	Amount
1	South Forbes Silangan Hotel Corporation (Microtel by Wyndham South Forbes)	Php550,000.00
2	Tagaytay City Resort, Inc. (Estancia Resort Hotel)	Php568,500.00


RECOMMENDATION

After evaluation and re-computation of the financial proposals, the bid submitted by South Forbes Silangan Hotel Corporation (Microtel by Wyndham South Forbes) was identified and declared as the Lowest Calculated Bid (LCB) and will be subjected to post-qualification.

Prepared by:


JZAN BRIE P. GALVEZ

Member, Technical Working Group (TWG)

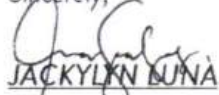

ALENNIE JOYCE M. ALAGAR

Head, TWG

Date: April 16, 2025

MICRÔTEL
BY WYNDHAM
SOUTH FORBES

Sincerely,


JACKLYN LUNA

Sales Executive

Microtel by Wyndham South Forbes


Confirms

ARNALDO A. IGNACIO

Administrator

Signature over printed name

We are gathering your personal information in compliance with the Philippine Data Privacy Act of 2012. You may read our full Privacy Notice at www.microtelphilippines.com. A printed version of this Notice is also available at the Front Desk.



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



NOTICE OF AWARD

21 April 2025

Ms. JACKLYN LUNA
Sales Executive
SOUTH FORBES SILANGAN HOTEL
CORPORATION (MICROTEL BY WYNDHAM)
South Forbes Golf City,
Brgy. Inchican, Silang, Cavite

Dear **Ms. Luna**:

Please be informed that your bid proposal dated 08 April 2025 for the **Proposal for the Lease of Venue for the BUSINESS COMMUNICATIONS: TRAINING-WORKSHOP ON TECHNICAL WRITING AND PUBLIC SPEAKING SKILLS** as the LCRQ for a contract price of **Five Hundred Fifty Thousand Pesos (Php550,000.00)** only, is accepted.

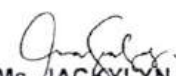
Kindly acknowledge receipt and acceptance of this Notice by signing the space provided below and submit a copy to the Procurement and Property Management Division of the Overseas Workers Welfare Administration (OWWA) at Room 301, 3rd Floor, OWWA Center Building, 7th St., corner F.B. Harrison St., Pasay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

Thank you.

Very truly yours,


ARNALDO A. IGNACIO
Administrator

Conforme:


Ms. JACKLYN LUNA
Sales Executive
SOUTH FORBES SILANGAN HOTEL
CORPORATION (MICROTEL BY WYNDHAM)
Date: April 22, 2025



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



NOTICE TO PROCEED

Date: APR 21 2025

Ms. JACKLYN LUNA
Sales Executive
SOUTH FORBES SILANGAN HOTEL
CORPORATION (MICROTEL BY WYNDHAM)
South Forbes Golf City,
Brgy. Inchican, Silang, Cavite

Dear **Ms. Luna**:

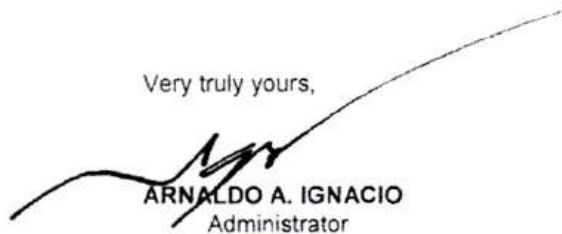
The attached Contract Agreement having been approved, notice is hereby given to **SOUTH FORBES SILANGAN HOTEL CORPORATION (MICROTEL BY WYNDHAM)** that service for the Proposal for the Lease of Venue for the **BUSINESS COMMUNICATIONS: TRAINING-WORKSHOP ON TECHNICAL WRITING AND PUBLIC SPEAKING SKILLS** may commence effective **April 22-24, 2025** 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.

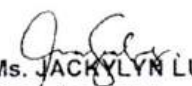
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Thank you.

Very truly yours,


ARNALDO A. IGNACIO
Administrator

I acknowledge receipt of this Notice on April 22, 2025


Ms. JACKLYN LUNA
Sales Executive
SOUTH FORBES SILANGAN HOTEL
CORPORATION (MICROTEL BY WYNDHAM)