



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

BIDS AND AWARDS COMMITTEE
BAC Resolution No. _____, Series of 2018

**SUBJECT: RECOMMENDING THE AWARD OF CONTRACT
FOR THE LEASE OF VENUE AND FOOD FOR THE EMPLOYEES WEEK RE:
STRETCHING EXERCISES SEMINAR AND STRESS MANAGEMENT AND
RELAXATION SEMINAR TO CENTURY PARK HOTEL**

WHEREAS, the National Privacy Commission manifests its commitment in the Civil Service Commission's goal in maintaining a healthy and safe work environment for the government workforce by promoting a healthy lifestyle and improving productivity and morale of the government workforce;

WHEREAS, the Purchase Request (PR) for the Lease of Venue and Food for holding the Employees Week, Stretching Exercises Seminar and Stress Management and Relaxation Exercises Seminar have been approved by the Head of the Procuring Entity, with the Human Resource Development Division (HRDD) as the end-user, as per P.R Nos. 2018-128 and 2018-129, respectively;

WHEREAS, the revised 2018 Annual Procurement Plan (APP) of NPC-HRDD includes a budget allocation of Php70,000.00 for each activity amounting to a total sum of Php140,000.00, with the mode of procurement as Lease of Venue;

WHEREAS, Section 53.10 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (RA 9184) recognizes the use of Lease of Venue as an alternative method of procurement in order to promote economy and efficiency;

WHEREAS, the NPC Bids and Awards Committee (BAC) Secretariat sent RFQs thru email on September 28, 2018 to Century Park Hotel, Pan Pacific Manila, and Hotel Jen Manila.;

WHEREAS, upon the deadline for submission of quotation on October 1, 2018, the NPC BAC Secretariat opened the quotations received and proceeded to evaluate the offers for compliance with the legal, technical, and financial requirements;

WHEREAS, based on the results of the evaluation, the NPC BAC determined that Century Park Hotel tendered the Lowest Calculated and Responsive Quotation in the amount of ONE HUNDRED TWELVE THOUSAND PESOS ONLY (Php112,000.00), the respective payment of which to be processed upon completion of each activity;

NOW, THEREFORE, for and in consideration of the foregoing, **WE**, the members of the NPC Bids and Awards Committee, hereby **RESOLVE**, as it is hereby **RESOLVED**, to recommend the award of contract for the Lease of Venue and Food for the Employees Week re: Stretching Exercises and Stress Management and Relaxation Seminar to "CENTURY PARK HOTEL" in the total amount of Php112,000.00.

RESOLVED this 2nd day of October 2018, at the National Privacy Commission Office, 5th Floor, Ang Kuikok Hall, PICC Delegation Bldg., PICC Complex, Roxas Blvd., Manila 1307



MONALISA G. BAUTISTA

*Budget Officer, FPMD
BAC Member*



MARILOU C. LEELIAN

*OIC-Chief, FPMD
BAC Member*



BELMA G. MARTINEZ

*OIC Director, FAO
BAC Member*



MARIA DELIA S. PRESQUITO

*Chief, ASD
BAC Vice-Chairman*

On official possession

ATTY. GILBERT V. SANTOS

*Director IV, LEO
BAC Chairman*

Approved by:



RAYMUND ENRIQUEZ LIBORO

*PRIVACY COMMISSIONER and
CHAIRMAN*

Head of the Procuring Entity



NPC-ASD-AOQ No.0013

Republic of the Philippines
NATIONAL PRIVACY COMMISSION
 Philippine International Convention Center (PICC), 5th Floor East Banquet Hall, Delegation Bldg. PICC Complex, Pasay City

ABSTRACT OF QUOTATIONS

No.	Qty.	Unit	Description	Supplier	Eligibility Requirements						Compliance with Technical Requirements	Bid Price	Remarks	
					Mayor's/Business Permit	Professional License	PhilGEPS Reg. Number	PCAB License (Infra)	NFCC (Infra)	Income Tax Return				Omnibus Sworn Statement
Project: Employees Week- Lease of venue for "Workplace Stretching Exercises Seminar during the Employees Week" and "Stress Management and Relaxation Seminar during Employees Week" Approved Budget for the contract: Pnp70,000 for each event Reference: NPC 2018 Revised APP Item No. K-rev.2018-012 and 013 PhilGEPS Reference No.: N/A														
1	1	lot	Employees Week- Lease of venue for "Workplace Stretching Exercises Seminar during the Employees Week" and "Stress Management and Relaxation Seminar during Employees Week"	CENTURY PARK HOTEL	COMPLIED	N/A	COMPLIED	N/A	N/A	N/A	N/A	N/A	112,000.00	PASSED
2	1	lot	Employees Week- Lease of venue for "Workplace Stretching Exercises Seminar during the Employees Week" and "Stress Management and Relaxation Seminar during Employees Week"	PAN PACIFIC MANILA	FAILED	N/A	FAILED	N/A	N/A	N/A	N/A	N/A	-	FAILED*
3	1	lot	Employees Week- Lease of venue for "Workplace Stretching Exercises Seminar during the Employees Week" and "Stress Management and Relaxation Seminar during Employees Week"	HOTEL JEN MANILA	FAILED	N/A	FAILED	N/A	N/A	N/A	N/A	N/A	-	FAILED*

In the evaluation of the hereby/offers, with the evaluation of the NPC-Bids and Awards Committee, and the preference of the End-user considered, we hereby recommend the award to the lowest and most responsive bidder:

CENTURY PARK HOTEL

Reviewed By:
 ATTY. GELLOD BALIGOD
 BAC Secretariat, Head

Prepared By:
 JOEL T. PAGULINGAN JR.
 BAC Secretariat, Member

Recommending Approval:
 MONALISA G. BAUTISTA
 Budget Officer, FPMD
 BAC Member

BELMA G. MARTINEZ
 OIC-Director, FAO
 BAC Member

MARIA DELIA S. PRESQUITO
 Chief, ASD
 BAC Vice Chairperson

Official Business
 ATTY. GILBERT V. SANTOS
 Director IV, LFO
 BAC Chairperson

Approved
 Disapproved

Note:
 *The bidder failed to submit its quotation



Century Park Hotel

BANQUET CONTRACT

Account: National Privacy Commission
 Contact: Raymund E. Liboro Privacy Commissioner Booking Name: National Privacy Commission
 Address: 5/F Delegation Bldg., Philippine International Convention Center, Pasay City Lobby Posting: To be advised
 Telephone : 09458099449 Function Handled by: Venus Gomez

Date: October 16 & 17, 2018

<u>Event</u>	<u>Time</u>	<u>Guaranteed</u>	<u>Expected</u>
Please see below	8:00AM-5:00PM	40 persons	44 persons
<u>Venue</u>	<u>Set-up</u>	<u>Room-Rental-Fee</u>	
Corregidor B	Please see below	Complimentary	

October 16, 2018

AM Snack w/ coffee or tea
 Customized Managed Buffet Lunch w/ coffee or tea
 PM Snack w/ coffee or tea
 Serving Time & Menu: To be Advised

Net Price Per Person
 Php 1,400.00 net per person

October 17, 2018

AM Snack w/ coffee or tea
 Customized Managed Buffet Lunch w/ coffee or tea
 PM Snack w/ coffee or tea
 Serving Time & Menu: To be Advised

Net Price Per Person
 Php 1,400.00 net per person

BEVERAGE ARRANGEMENT:

Individual Charge. All orders on personal account. Cash and carry basis

Amenities:


- Complimentary use of venue for a minimum guaranteed person
- Complimentary use of Projection Screen (subject to availability)
- Microphone for the aisle
- PA System / Tape Deck / CD Player
- Podium / Rostrum with microphone

BILLING INSTRUCTIONS:

Total Revenue: Php 112,000.00 net
 Initial down payment of Php 56,000.00 to be settled on or before October 16, 2018.
 Remaining balance of Php 56,000.00 to be settled seven (7) days after the event.
 All excess and incidental charges to be settled seven (7) days after the event through cash, credit card or company's check.
 CA#: tba

Century Park Hotel:

National Privacy Commission:

DIRECTOR OF SALES:  **NELLYWYN LEUNG**

PATRON:  **RAYMUND E. LIBORO**

599 P. Ocampo St. 1004 Malate, Manila, P.O. Box 117000 Manila, Philippines

Tel. No. (632) 528-8888 • Fax 528-1811 to 12 • E-mail: information@centurypark.com.ph • www.centurypark.com



Century Park Hotel

CONTRACT PROVISIONS:

The PATRON confirms to pay for the minimum guaranteed number of 40 persons per day on October 16 & 17, 2018 (please refer previous page):

- 1. The HOTEL shall charge the PATRON for the guaranteed number OR actual number of persons whichever is higher. The HOTEL will set-up facilities for 10% (maximum of 44 persons) in excess of the guaranteed number of persons.
2. No reduction in the number of guaranteed covers shall be allowed by the HOTEL after signing the contract. Any increase in the number of guaranteed covers should be made not later than 48 hours.
3. All food and beverage items shall be exclusively purchased from the CENTURY PARK HOTEL. PATRON is not permitted to bring in food and beverage items in the hotel unless there is an agreement to the contrary.
4. Unless otherwise agreed, a 50% downpayment based on the minimum guaranteed number of guests shall be required from the PATRON upon confirmation. Full payment shall be made 3 weeks before the function and excess charges immediately after the function.
5. Payments shall be made in cash or acceptable credit cards
6. For send bill arrangement, payment to be given within 30 days upon receipt of statement of account. In case of default payment within the provided period, an interest of 1.5% per month shall be applied.
7. For cancellations, the PATRON shall pay 100% of the expected banquet revenue in case of cancellation, unless the cancellation was directly or indirectly occasioned by or through or in consequence of war, change of statutes of Philippine government, strikes, riot, and other civil disturbances, typhoons, floods, natural calamities, and other fortuitous circumstances, fire, or such other conditions and events beyond the control of the PATRON.
8. Food, beverage and incidental bills which are left unsigned by the PATRON after the function shall be forwarded for billing.
9. Any loss, damage or injury that the HOTEL and/or the HOTEL GUESTS may suffer, attributable to prohibited acts or negligent omissions of the PATRON and /or his guests during the contracted function, shall give rise to the latter's liabilities which the HOTEL/HOTEL GUESTS may recover under existing laws.
10. GIGGLE PHOTOBOOTH is the exclusive photo booth provider of the HOTEL. Other photo booth supplier will not be allowed.
11. The PATRON ensures that nothing shall be attached to the floors, walls, ceilings or columns of the HOTEL premises by nails, screws, pins, tapes or other means; otherwise, any damage caused shall be chargeable to the PATRON.
12. No flammable or explosive materials shall be allowed for display or use in any part of the HOTEL premises or banquet facilities. Balloons to be brought in should have non-toxic, non-flammable, inert gas and PATRON should furnish the HOTEL an original copy of safety certification from a reputable industrial company.
13. The HOTEL reserves the right to substitute similar or comparable accommodations/menu for the function in case of fortuitous events/causes beyond its control, and substitution shall be accepted by the PATRON as full compliance/performance under this Agreement.
14. The quoted rates of government tax are the rates presently applicable. They are subject to adjustment based on subsequent enactment of laws, rules, regulations and arrangements.
15. Any/all city or national permits/licenses before holding of the function covered by this Agreement shall be full responsibility of the PATRON.
16. The courts of the City of Manila shall have exclusive jurisdiction over any dispute or claim which may arise between the parties under this contract.
17. In case of any food item/s or food cart/s allowed to be brought in by the HOTEL upon request of the PATRON, the latter shall hold the HOTEL free and harmless from any illness/inconvenience that invitees of the PATRON may suffer attributable to such food item/s or food cart/s.
18. In case of any animals allowed to be brought in by the HOTEL upon request of the PATRON, the latter shall hold the HOTEL free and harmless from any claim/injury that invitees of the PATRON may suffer attributable to such animal/s. Any damage injury to the HOTEL and/or its EMPLOYEES attributable to such animal/s shall be chargeable to the patron.
19. The HOTEL will not be held liable for failure to execute obligations specified herein directly or indirectly occasioned by or through or in consequence of war, change of statutes of the Philippine Government, strikes, riots, and other civil disturbances, typhoons, floods, natural calamities and other acts of God, fire or such other conditions and events beyond the control of the HOTEL. In the event of non-performance due to the above reasons, the HOTEL shall offer available dates to re-schedule the postponed function of the PATRON

Century Park Hotel:

National Privacy Commission

DIRECTOR OF SALES: NELLYWYN LEUNG

Date:

PATRON: RAYMUND E. LIBORO

Signature over printed name

Please affix your signature on each page of the contract

Date:



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

NOTICE OF AWARD

Date Issued: ~~OCT 03 2018~~ 2018

Ms. Venus Gomez
Sales Admin. Assistant
Century Park Hotel


Dear **Ms. Gomez**:

Please be advised that upon the recommendation of the NPC Bids and Awards Committee, the contract for the Lease of Venue and Food for the Employees Week re: Stretching Exercises Seminar and Stress Management and Relaxation Seminar amounting to ONE HUNDRED TWELVE THOUSAND PESOS ONLY (Php112,000.00), VAT inclusive, is awarded to CENTURY PARK HOTEL consistent with Republic Act No. 9184 and its 2016 Revised Implementing Rules and Regulations.

Very truly yours,


RAYMUND ENRIQUEZ LIBORO
Privacy Commissioner and Chairman

Conforme:


Ms. Venus Gomez
CENTURY PARK HOTEL
Date: OCT 04 2018