



October 09, 2023

NOTICE TO PROCEED

SAVOY HOTEL BORACAY, INC.

Newcoast Drive, Boracay Newcoast, Brgy. Yapak
 Boracay Island, Malay, Aklan

THRU: MS. IRA DENICE LOGARTA

Authorized Representative
 Savoy Hotel Boracay, Inc.

Dear **Ms. Logarta**,

The attached Purchase Order / Contract Agreement having been approved, notice is hereby given to **SAVOY HOTEL BORACAY, INC.** Performance may commence on the contract for the following requirement under Purchase Request No. 2023-08-156 dated 15 August 2023 effective on the date of receipt of this notice:

CFO REQUIREMENT	TOTAL AMOUNT (VAT INCLUSIVE)
Rental of Function Room for 50 pax and room accommodation for 2 pax for the conduct of Intermarriage Seminar in Malay, Aklan	Php 124,200.00

Date of Event: October 18-19, 2023

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Agreement and in accordance with the event schedule. Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the **Commission on Filipinos Overseas**.

Very truly yours,

SEC. ROMULO V. ARUGAY
 Chairperson

I acknowledge receipt of this notice on _____ : _____
 Name of the Representative of the Bidder _____ : _____
 Authorized Signature _____ : _____

The Head of the Procuring Entity or his duly authorized representative shall issue the Notice to Proceed within three (3) calendar days from the date of the approval of the contract.





October 09, 2023

Reference: PO No: 2023-10-105

NOTICE OF AWARD

SAVOY HOTEL BORACAY, INC.
Newcoast Drive, Boracay Newcoast, Brgy. Yapak
Boracay Island, Malay, Aklan

THRU: MS. IRA DENICE LOGARTA
Authorized Representative
Savoy Hotel Boracay, Inc.

Dear **Ms. Logarta**,

This is to inform you that the Bids and Awards Committee (BAC) of the Commission on Filipinos Overseas has found you to be the sole bidder for the Rental of Function Room for 50 pax for the conduct of Intermarriage Seminar in Malay, Aklan (Purchase Request No. 2023-08-156 dated 15 August 2023) and you are hereby issued this Notice of Award:

CFO REQUIREMENT	TOTAL AMOUNT (VAT INCLUSIVE)
Rental of Function Room for 50 pax and room accommodation for 2 pax for the conduct of Intermarriage Seminar in Malay, Aklan	₱ 124,200.00

Date of Event: October 18-19, 2023

INSTRUCTIONS:

If you have no corrections to the contents of this Notice of Award (NOA), please send an advance signed copy of the NOA together with the attached Contract/Purchase Order (**P.O. No. 2023-10-105 dated 09 October 2023**) within the day upon receipt of this notice. You can personally sign the original copy of the documents or send an authorized representative to get the original documents at our office located at **2nd Floor, Administrative and Finance Division, New Golden City Builders Building, 1388 F. Icasiano St. cor. Union St. Paco, Manila.**



Please note that the original copy of the NOA and all copies of the Contract/PO shall be returned to the Commission on Filipinos Overseas. Failure to sign and return the documents may result in cancellation of the award.

Very truly yours,



SEC. ROMULO V. ARUGAY
Chairperson

CONFORME:

PRINTED NAME / POSITION

SIGNATURE

DATE



Commission on Filipinos Overseas

Document Code **CFO-AFD-FR-PRO-002**

Page No. 1 of 1

PURCHASE ORDER

Revision No. **0**

Effective Date **15 March 2017**

Supplier : SAVOY HOTEL BORACAY, INC.
Address : Newcoast Drive, Boracay Newcoast, Brgy. Yapak, Boracay Island, Malay, Aklan
TIN : 009-536-639-000

P.O. No. : 2023-10-105
Date : 9-Oct-23
Mode of Procurement : Small Value Procurement

Gentlemen:
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : CFO- Citigold Center 1345 Pres. Quirino Ave. cor., SSH, Paco Manila
Date of Event: October 18-19, 2023

Delivery Term : FULL SERVICES
Payment Term : LDDAP-ADA

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	Lot	Rental of Function Room for 50 pax and room accommodation for 2 pax for the conduct of Intermarriage Seminar in Malay, Aklan * Attached conditions/specifications set in the quotation are part of this Order. (Per Purchase Request No.2023-08-156 dated 15 August 2023) x-x-x-x-x-x-x-x-x-x-Nothing Follows-x-x-x-x-x-x-x-x	1	124,200.00	124,200.00

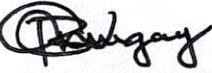
(Total Amount in Words) ONE HUNDRED TWENTY FOUR THOUSAND TWO HUNDRED PESOS ONLY 124,200.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.


Conforme:

Signature over Printed Name of Supplier

Date

Very truly yours,

SEC. ROMULO V. ARUGAY
Chairperson

Fund Cluster : _____
Funds Available : _____


CANDELARIO R. GARCIA
Signature over Printed Name of Chief Accountant/

ORS/BURS No. : _____
Date of the ORS/BURS: _____
Amount : _____



Commission on Filipinos Overseas

Document Code **CFO-AFD-FR-PRO-002**

Page No. 1 of 1

PURCHASE ORDER

Revision No. 0

Effective Date 15 March 2017

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Signature over Printed Name of Supplier

Date

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SEC. ROMULO V. ARUGAY
Chairperson

Fund Cluster : _____
Funds Available : _____

CANDELARIO R. GARCIA

Signature over Printed Name of Chief Accountant/

ORS/BURS No. : _____
Date of the ORS/BURS: _____
Amount : _____