



December 03, 2024

**NOTICE TO PROCEED**

**DCPLUS EVENTS MANAGEMENT SERVICES**

6 Atlanta St., Montgomery Place,  
Brgy. Kalusugan, Quezon City

**THRU: MS. CRISTINA S. BURDEOS**  
Authorized Representative  
DCPlus Events Management Services

Dear **Ms. Burdeos**,

The attached Purchase Order / Contract Agreement having been approved, notice is hereby given to **DCPLUS EVENTS MANAGEMENT SERVICES**. Performance may commence on the contract for the following requirement under Purchase Request No. 2024-11-227 dated 22 November 2024 effective on the date of receipt of this notice:

CFO REQUIREMENTS	TOTAL COST (VAT INCLUSIVE)
Full Event Photo and Video Coverage with Photo Booth Service for the Testimonial Dinner of the 2024 Presidential Awards for Filipino Individuals and Organizations Overseas (PAFIOO)	PHP69,000.00

**Event Location: Diplomatic Hall, Grand Marriott Ballroom, Pasay City**  
**Date of the event: 13 December 2024**

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. DANTE FRANCIS M. ANG II**  
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.





December 03, 2024

Reference: **PO No: 2024-11-128**

## NOTICE OF AWARD

### DCPLUS EVENTS MANAGEMENT SERVICES

6 Atlanta St., Montgomery Place,  
Brgy. Kalusugan, Quezon City

**THRU: MS. CRISTINA S. BURDEOS**  
Authorized Representative  
DCPlus Events Management Services

Dear **Ms. Burdeos**,

This is to inform you that the Bids and Awards Committee (BAC) of the Commission on Filipinos Overseas has awarded you the contract for the **Full Event Photo and Video Coverage with Photo Service for the Testimonial Dinner of the 2024 Presidential Awards for Filipino Individuals and Organizations Overseas (PAFIOO)** (Purchase Request No. 2024-11-227 dated 22 November 2024) and you are hereby issued this Notice of Award:

CFO REQUIREMENTS	TOTAL COST (VAT INCLUSIVE)
Full Event Photo and Video Coverage with Photo Service for the Testimonial Dinner of the 2024 Presidential Awards for Filipino Individuals and Organizations Overseas (PAFIOO)	PHP69,000.00

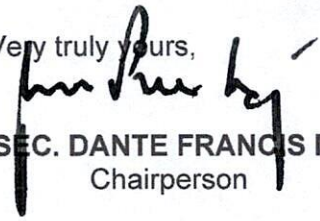
**Event Location: Diplomatic Hall, Grand Marriott Ballroom, Pasay City**

**Event Schedule: 13 December 2024**

### 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. 2024-11-128 dated 02 December 2024**) 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 **2<sup>1st</sup> Floor, Administrative and Finance Division, The Upper Class Tower, Quezon Avenue cor, Sct. Reyes St, Diliman, Quezon City.**

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. DANTE FRANCIS M. ANG II**  
Chairperson

CONFORME:

\_\_\_\_\_  
PRINTED NAME / POSITION

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE





Commission on Filipinos Overseas

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

Page No.

Revision No. **0**

Effective Date **15 March 2017**

### PURCHASE ORDER

**Supplier :** DCPLUS EVENTS MANAGEMENT SERVICES  
**Address :** 6 Atlanta St., Montgomery Place, Brgy. Kalusugan, Quezon City  
**TIN :** 213-308-198-00000

**P.O. No. :** 2024-11-128  
**Date :** 2-Dec-24  
**Mode of Procurement :** Small Value Procurement

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

**Place of Event :** Diplomatic Hall, Grand Marriott Ballroom, Pasay City  
**Date of Event :** 13-Dec-24

**Delivery Term :** FULL SERVICES  
**Payment Term :** LDDAP-ADA

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	lot	<b>Full Event Photo and Video Coverage with Photo Booth Service for the Testimonial Dinner of the 2024 Presidential Awards for Filipino Individuals and Organizations Overseas (PAFIOO)</b>	1	69,000.00	69,000.00
		<b>Venue:</b> Diplomatic Hall, Grand Marriott Ballroom, Pasay City			
		<b>Date:</b> 13 December 2024 (Friday) <b>Time:</b> 5:00 P.M. - 10:00 P.M.			
		<b>Inclusions for Photo and Video Coverage:</b>			
		Video recording of the entire event proceedings			
		Raw Photos immediately after the event			
		Same Day Edit video (min. 5 mins.), Expected final turnover for SDE video is 1 week after the event including edits			
		Full length video (min. 15 mins.), Expected final turnover for the full length video is 1 month after the event			
		With minimum of three (3) revisions for both SDE and full length video			
		Free external hard drive for raw & enhanced/edited photos and videos			
		<b>Inclusions for Photobooth Service:</b>			
		Full 4R magnet photo			
		High quality print			
		4 shots per session			
		Customized layout design			
		Unlimited shots			
		Unlimited prints			
		Soft copy of photos will be sent via Google Drive			
		<b>Inclusive of crew meals, transportation, parking fees, toll fees, and other crew expenses</b>			
		<b>* Attached conditions/specifications set in the quotation are part of this Order.</b>			
		(Per Purchase Request No. 2024-11-227 dated 22 November 2024)			
		x-x-x-x-x-x-x-x-x-x-Nothing Follows-x-x-x-x-x-x-x-x-x-x			

**(Total Amount in Words) SIXTY-NINE THOUSAND PESOS ONLY** **69,000.00**

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. DANTE FRANCIS M. ANG II**  
 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.

**PURCHASE ORDER**

Revision No. **0**

Effective Date **15 March 2017**

Supplier : **DCPLUS EVENTS MANAGEMENT SERVICES**  
Address : **6 Atlanta St., Montgomery Place, Brgy. Kalusugan, Quezon City**  
TIN : **213-308-198-00000**

P.O. No. : **2024-11-128**  
Date : **2-Dec-24**  
Mode of Procurement : **Small Value Procurement**

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

Place of Event : **Diplomatic Hall, Grand Marriott Ballroom, Pasay City**  
Date of Event: **13-Dec-24**

Delivery Term : **FULL SERVICES**  
Payment Term : **LDDAP-ADA**

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	lot	<b>Full Event Photo and Video Coverage with Photo Booth Service for the Testimonial Dinner of the 2024 Presidential Awards for Filipino Individuals and Organizations Overseas (PAFIOO)</b>	1	69,000.00	69,000.00
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		With minimum of three (3) revisions for both SDE and full length video			
		Free external hard drive for raw & enhanced/edited photos and videos			
		<b>Inclusions for Photobooth Service:</b>			
		Full 4R magnet photo			
		High quality print			
		4 shots per session			
		Customized layout design			
		Unlimited shots			
		Unlimited prints			
		Soft copy of photos will be sent via Google Drive			
		<b>Inclusive of crew meals, transportation, parking fees, toll fees, and other crew expenses</b>			
		<b>* Attached conditions/specifications set in the quotation are part of this Order.</b>			
		<i>(Per Purchase Request No. 2024-11-227 dated 22 November 2024)</i>			
		<b>x-x-x-x-x-x-x-x-x-x-Nothing Follows-x-x-x-x-x-x-x-x-x-x</b>			

**(Total Amount in Words) SIXTY-NINE THOUSAND PESOS ONLY** **69,000.00**

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. DANTE FRANCIS M. ANG II**  
Chairperson

Fund Cluster : \_\_\_\_\_  
Funds Available : \_\_\_\_\_

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

ORS/BURS No. : \_\_\_\_\_  
Date of the ORS/BURS: \_\_\_\_\_  
Amount : \_\_\_\_\_