

# PURCHASE ORDER

**BATANGAS CITY GOVERNMENT**  
LGU

Supplier: **QUATTRO-AMICI TRAVEL CONSULTANCY SERVICES**

P.O. No.: **2024-176**

Date: **March 21, 2024**

Address: **Sta. Clara, Batangas City**

Mode of Procurement: *Negotiated Procurement (Small value procurement)*

PR No./s **200-2024-03-004205**

**3/12/2024**

Gentlemen:

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

**City Mayor's Office**

Place of Delivery: \_\_\_\_\_

Delivery Term: *As scheduled*

Date of Delivery: \_\_\_\_\_

Payment Term: \_\_\_\_\_

Item No.	Unit	Quantity	Description	Unit Cost	Amount
<b>ACCOMMODATION, AIRFARE, TRANSFER &amp; OTHER INCIDENTAL EXPENSES</b>					
<b>Hotel Accommodation</b>					
			* Deluxe Room @ Php 5,373.00 x 2 nights x 3 rooms		32,238.00
			* Deluxe Room @ Php 5,373.00 x 3 nights x 1 room		16,119.00
			* Family Room @ Php 10,773.00 x 3 nights x 6 rooms		193,914.00
			* Family Suite @ Php 10,098.00 x 2 nights x 1 room		20,196.00
<b>Roundtrip Airport Transfer</b>					
			@ 45 pax x Php 2,000.00		90,000.00
<b>Air Fare (Manila - Iloilo, VV)</b>					
			@ 45 pax x Php 7,392.00		332,640.00
					<b>₱ 685,107.00</b>

(Total Amount in Words) **six hundred eighty five thousand one hundred seven pesos only**

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.

Conforme: *Melissel B. Alforte*  
**QUATTRO AMICI- TRAVEL CONSULTANCY SERVICES**  
\_\_\_\_\_  
(Signature over printed name)

Very truly yours,  
**HON. BEVERLEY ROSE A. DIMACUHA**  
\_\_\_\_\_  
City Mayor  
(Authorized Official)

\_\_\_\_\_  
(Date)

(In case of Negotiated Purchase pursuant to Section 369 (a) of RA 7160, this portion must be accomplished.)

Approved per Sanggunian Resolution No.: \_\_\_\_\_

Certified Correct: \_\_\_\_\_



Republic of the Philippines  
BATANGAS CITY GOVERNMENT  
P. Burgos St., Batangas City  
Tel. Nos.: 402-2600 TeleFax No: 722-2764  
website: www.batangacity.gov.ph  
Email Address: batangacitysec\_pg@yahoo.com

## NOTICE OF AWARD

March 21, 2024

**MELISSEL B. ALFORTE**

Owner/Proprietor

**QUATTRO-AMICI TRAVEL CONSULTANCY SERVICES**

Sta. Clara, Batangas City

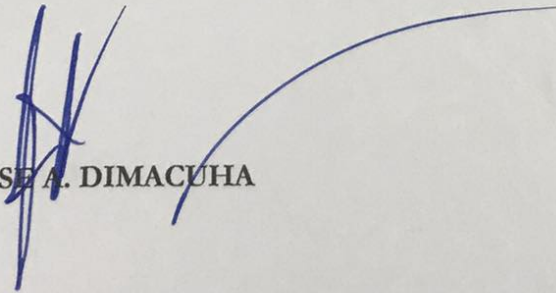
Dear Ms. Alforte:

This is with reference to the *Procurement of Accommodation, Airfare, Transfer and Other Incidental Expenses for the attendance to the 4<sup>th</sup> National Summit on Government Procurement at Iloilo City* through Negotiated Procurement under Section 53.9 – Small Value Procurement of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (RA 9184).

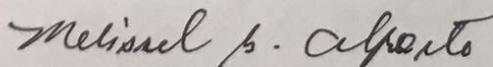
Relative thereto and as recommended by the Bids and Awards Committee, the subject procurement is awarded to your company in the contract price equivalent to **Six Hundred Eighty Five Thousand One Hundred Seven Pesos (Php685,107.00)**.

Your company shall enter into contract upon receipt hereof.

Very truly yours,

  
**HON. BEVERLEY ROSE A. DIMACUHA**  
City Mayor  
Head of Procuring Entity

Conforme:

  
**MELISSEL B. ALFORTE**

Date : \_\_\_\_\_

RESOLVED and APPROVED unanimously, at Batangas City, this 20<sup>th</sup> of March, 2024.

**MANOLO M. PERLADA**  
City Budget Officer  
BAC Chairperson

**GILDA L. GODOX, EnP**  
City Planning and Development Coordinator  
BAC Vice Chairperson

**JOCELYN E. CANTRE**  
City General Services Officer  
BAC Member

*on leave*  
**ENGR. DWIGHT VIRGILIO C. ARELLANO**  
City Engineer  
BAC Member

**ATTY. SONNY JOSE M. RICABLANCA**  
City Legal Officer  
BAC Member

**APRIL CATHERINE C. DELEN**  
Rep. of CGSO  
End-user/Implementing Office

Approved:

**HON. BEVERLEY ROSE A. DIMACUHA**  
City Mayor



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Tel. Nos.: 402-2600 TeleFax No: 722-2764  
website:www.batangascity.gov.ph  
Email Address:batangascitysec\_pg@yahoo.com

## NOTICE TO PROCEED

March 21, 2024

**MELISSEL B. ALFORTE**  
Owner/Proprietor  
**QUATTRO-AMICI TRAVEL CONSULTANCY SERVICES**  
Sta. Clara, Batangas City

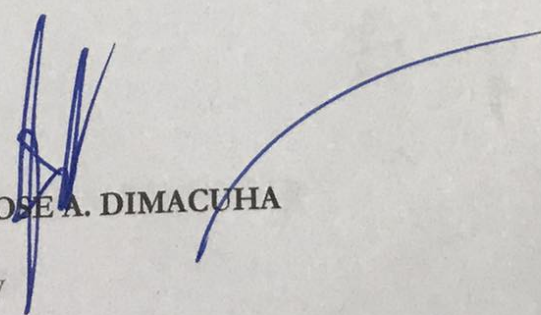
Dear Ms. Alforte:

The attached Contract Agreement having been approved, notice is hereby given to QUATTRO-AMICI TRAVEL CONSULTANCY SERVICES that may commence on the project ***“Procurement of Accommodation, Airfare, Transfer and Other Incidental Expenses for the attendance to the 4<sup>th</sup> National Summit on Government Procurement at Iloilo City”*** (Purchase Order No. 2024-176), within seven (7) days upon receipt of this Notice.

You are responsible for performing the services under the terms and conditions of the Contract in accordance with the Implementation 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 **Batangas City Government**.

Very truly yours,

  
**HON. BEVERLEY ROSE A. DIMACUHA**  
City Mayor  
Head of Procuring Entity

I acknowledge receipt of this Notice on: \_\_\_\_\_

Signature over name of representative: \_\_\_\_\_

*Melissel B. Alforte*  
**MELISSEL B. ALFORTE**