

# PURCHASE ORDER

BATANGAS CITY GOVERNMENT

LGU

2023-921

Supplier: QUATRO-AMICI TRAVEL CONSULTANCY SERVICES  
Address: Sta. Clara, Batangas City

P.O. No.: 2023-921  
Date: October 26, 2023  
Mode of Procurement: Negotiated Procurement (Small Value Procurement)  
PR No./s 200-2023-10-015185/10-16-2023

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

Place of Delivery: CMO-CITY COUNCIL FOR THE ELDERLY  
Date of Delivery: \_\_\_\_\_

Delivery Term: as scheduled  
Payment Term: \_\_\_\_\_

Item No.	Unit	Quantity	Description	Unit Cost	Amount
	packs	20	Hotel Accommodation, Tours & Transfers * Full Board Accommodation inclusive of Familiarization Tour /Visit * Transportation via Coaster (Batangas-Naga- Legaspi, vv) * Service of a licensed tour guide (during Mayon and Legaspi Tour) * Environmental Fees	₱ 16,888.50	₱ 337,770.00
					₱ 337,770.00

(Total Amount in Words) Three Hundred Thirty Seven Thousand Seven Hundred Seventy 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: Melissa B. Alfo  
MELISSA B. ALFO  
QUATRO-AMICI TRAVEL CONSULTANCY SERVICES  
(Signature over printed name)

Very truly yours HON. BEVERLEY ROSE A. DIMACUHA  
City Mayor  
(Authorized Official)

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

Matet N.,

## NOTICE OF AWARD

October 25, 2023

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

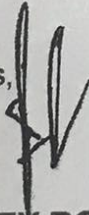
Dear Ms. Alforte:

This is with reference to the **Procurement of Full Board Accommodation, Tours and Transfers as requested by the City Council for the Elderly, Batangas 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 **Three Hundred Thirty Seven Thousand Seven Hundred Seventy Pesos (Php337,770.00)**.

Your company shall enter into contract upon receipt hereof.

Very truly yours,




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

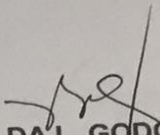
Conforme:

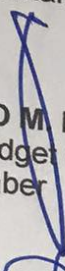
*Melissa B. Alforte*  
**MELISSEL B. ALFORTE**

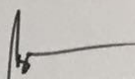
Date : \_\_\_\_\_


APPROVED unanimously, at Batangas City, this 24<sup>th</sup> of

  
**ATTY. TEODULFO A. DEGUITO**  
City Legal Officer  
Chairman

  
**GILDA L. GODOY, EnP**  
City Planning & Dev't. Coordinator  
Vice Chairman

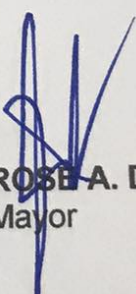
  
**MANOLO M. PERLADA**  
City Budget Officer  
Member

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

  
**ENGR. DWIGHT VIRGILIO C. ARELLANO**  
City Engineer  
Member

**RUFINA GAMAB**  
CCE President  
End-user/Implementing Office

Approved:

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



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 TO PROCEED

October 27, 2023

**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 Full Board Accommodation, Tours and Transfers as requested by the City Council for the Elderly, Batangas City"** (Purchase Order No. 2023-921), 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.

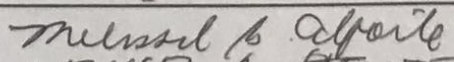
Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the **Batangas City Government**.

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**