



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

May 23, 2024

**MELISSEL B. ALFORTE**

Owner/Proprietor

**QUATTRO-AMICI TRAVEL CONSULTANCY SERVICES**

Sta. Clara, Batangas City

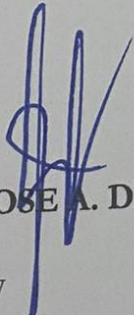

Dear Ms. Alforte:

This is with reference to the *Procurement of Hotel Accommodation with Meals, venue and Other Incidental Expenses for the conduct of Gender and Development Seminar/Training and Team Building Activity of the City Assessor's Office, 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 **Eight Hundred Forty Thousand Seven Hundred Fifty Pesos (Php840,750.00)**.

Your company shall enter into contract upon receipt hereof.

Very truly yours,

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

Conforme:

RESOLVED and APPROVED unanimously, at Batangas City, this 2nd of May, 2024.

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

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

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

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

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

**ENGR. RUEL B. BOOL**  
OIC – City Assessor  
End-user/Implementing Office

Approved:

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





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**NOTICE TO PROCEED**

May 23, 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 Hotel Accommodation with Meals, Venue and Other Incidental Expenses for the conduct of Gender and Development Seminar/Training and Team Building Activity of the City Assessor’s Office, Batangas City” (Purchase Order No. 2024-360)*, 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

PHIGEPS



Annex 29  
Revision No: 06

# PURCHASE ORDER

BATANGAS CITY GOVERNMENT  
LGU

2024-360

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

P.O. No.: 2024-360  
Date: May 23, 2024  
Mode of Procurement: Negotiated Procurement (Small Value Procurement)  
PR No./s 200-2024-05-007806/5-16-2024

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

Place of Delivery: CITY ASSESSOR'S OFFICE  
Date of Delivery: \_\_\_\_\_  
Delivery Term: As Scheduled  
Payment Term: \_\_\_\_\_

Item No.	Unit	Quantity	Description	Unit Cost	Amount
			FULL BOARD HOTEL ACCOMMODATION, VENUE, AND OTHER INCIDENTAL EXPENSES Accommodation @ 95 pax x Php 2,950 x 3 Days/2 Nights	₱	₱ 840,750.00
			Meals Day 1-2 - Breakfast, Lunch & Dinner Day 3 :Breakfast & Lunch		-
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				<b>TOTAL:</b>	<b>₱ 840,750.00</b>

(Total Amount in Words) Eight Hundred Forty Thousand Seven Hundred Fifty 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: *Melrose B. Alfonso*  
MELROSE B. ALFONSO  
QUATRO-AMICI TRAVEL CONSULTANCY SERVICES  
*(Signature over printed name)*

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

\_\_\_\_\_  
(Date) Matet N. \_\_\_\_\_

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

Approved per Sanggunian Resolution No.: \_\_\_\_\_ Date: \_\_\_\_\_  
Certified Correct: \_\_\_\_\_