

14 Niño

# PURCHASE ORDER

BATANGAS CITY GOVERNMENT  
LGU

1024-912

Supplier: QUATTRO-AMICI TRAVEL CONSULTANCY SERVICES  
Address: STA. CLARA,  
BATANGAS CITY

P.O. No.: 912  
Date: October 11, 2024  
Mode of Procurement: *Negotiated Procurement*  
*Small Value Procurement*  
PR No./s 200-2024-10-016407  
10-01-2024

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

Place of Delivery: CITY BUDGET OFFICE  
Date of Delivery:

Delivery Term: *as scheduled*  
Payment Term:

Item No.	Unit	Quantity	Description	Unit Cost	Amount
1	package	1	Full Board Hotel Accommodation, Venue and Other Incidental Expenses For 3 days and 2 nights - Premium Room 4 with 2 double sized beds without view (Ground Floor) - Family Room for 6 with 3 double sized beds without view (2nd floor) - Ocean View Room for 7 (3rd Floor)	150,000.00	150,000.00
<b>TOTAL:</b>					

Total Amount in Words) One Hundred Fifty Thousand Pesos only **TOTAL: P 150,000.00**

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.

Conformed: *Melazel P. Aljorik*  
QUATTRO-AMICI TRAVEL CONSULTANCY SERVICES  
  
(Signature over printed name)  
  
*10-14-24*  
(Date)

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

Case of Negotiated Purchase pursuant to Section 369 (a) of RA 7160, this portion must be accomplished.  
Approved per Sanggunian Resolution No.:

## NOTICE OF AWARD

October 10, 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 Full Board Hotel Accommodation, Venue and Other Incidental Expenses for the conduct of Orientation on Harmonized Gender and Development Guidelines, Team Building Activity with the Theme "Strength in Unity, Power in Teamwork, and Action Planning for Fiscal Year 2025"* as requested by the City Budget 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).

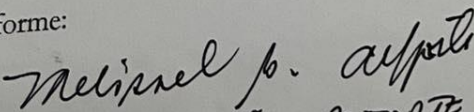
Relative thereto and as recommended by the Bids and Awards Committee, the subject procurement is awarded to your company in the contract price equivalent to **One Hundred Fifty Thousand Pesos (Php150,000.00)**.

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 :

10-11-24

...to RECOMMEND to the  
...and the ACCEPTANCE of the offer made by QUATTRO-  
...CONSULTANCY SERVICES in the grand total amount of ONE HUNDRED  
FIFTY THOUSAND PESOS (PHP150,000.00), Philippine Currency.

RESOLVED and APPROVED unanimously, at Batangas City, this 9<sup>th</sup> of October,  
2024.

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

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

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

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

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

**MARISSA SERRANO**  
Rep. of CBO  
End-user/Implementing Office

*Approved*

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



## NOTICE TO PROCEED

October 14, 2024

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

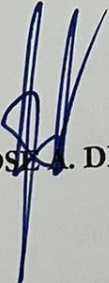
Dear Ms. Alforte:

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 Full Board Hotel Accommodation, Venue and Other Incidental Expenses for the conduct of Orientation on Harmonized Gender and Development Guidelines, Team Building Activity with the Theme "Strength in Unity, Power in Teamwork, and Action Planning for Fiscal Year 2025" as requested by the City Budget Office, Batangas City"* (Purchase Order No. 2024-912), 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 L. DIMACUHA**  
City Mayor  
Head of Procuring Entity

I acknowledge receipt of this Notice on:

10-14-24

Signature over name of representative:

Melissel B. Alforte  
MELISSEL B. ALFORTE