

**BATANGAS CITY GOVERNMENT**  
LGU

2024-371

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

P.O. No.: **2024-371**

Date: **May 28, 2024**

Mode of Procurement: **Negotiated Procurement (Small Value Procurement)**

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

PR No./s **200-2024-05-007694**  
**5/15/2024**

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

Place of Delivery: **CSWDO, Batangas City**  
Date of Delivery: \_\_\_\_\_

Delivery Term: **As Scheduled**  
Payment Term: \_\_\_\_\_

| Item No.   | Unit | Quantity | Description   | Unit Cost | Amount              |
|--|------|----------|---|-----------|---------------------|
|  |      |          | <b>FULL BOARD HOTEL ACCOMMODATION, VENUE AND OTHER INCIDENTAL EXPENSES</b>                              | P         | <b>332,100.00</b>   |
|  |      |          | <b>@ Php 3,690.00 x 30 pax x 3 days</b>   |           |                     |
|  |      |          | <b>@ Days /2 Nights Full Board Hotel Accommodation</b>  |           |                     |
|  |      |          | <b>* Meals- (2x) breakfast, (3x) AM Snacks, (2x) PM Snacks, (3x) Lunch, (2x) Dinner</b>                 |           |                     |
|  |      |          | <b>* Use of Conference Room for 3 days, inclusive of projector, projector screen &amp; sound system</b> |           |                     |
| <b>(Total Amount in Words) three hundred thirty two thousand one hundred pesos</b> |      |          |   |           | P <b>332,100.00</b> |

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: *Nelinel P. Alfrato*  
**QUATTRO-AMICI TRAVEL CONSULTANCY SERVICES**  
(Signature over printed name)  
*B N N*  
(Date)

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

(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: \_\_\_\_\_  
*Secretary to the Sanggunian*





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 27, 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 Yakap Bayan Program at Laiya, San Juan, Batangas as requested by the City Social Welfare and Development 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 **Three Hundred Thirty Two Thousand One Hundred Pesos (Php332,100.00)**.

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*  
**MELISSEL B. ALFORTE**

Date:     5 27 24

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

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

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

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

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

**MONINA CULLA**  
Rep. of CSWDO  
End-user/Implementing Office

*Approved:*

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





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website:www.batangacity.gov.ph  
Email Address:batangacitysec\_pg@yahoo.com



### NOTICE TO PROCEED

May 29, 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 Yakap Bayan Program at Laiya, San Juan, Batangas as requested by the City Social Welfare and Development Office, Batangas City” (Purchase Order No. 2024-371)**, 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. DIMACUJA**  
City Mayor  
Head of Procuring Entity

I acknowledge receipt of this Notice on: 5-29-24  
Signature over name of representative: MELISSEL B. ALFORTE