



March 12, 2018

RAYMUND E. LIBORO

Privacy Commissioner and Chairman

NATIONAL PRIVACY COMMISSION

5th Floor Delegation Building,

PICC Complex, Roxas Blvd., Pasay City

T: (632) 565 9623

M: (63) 927 2785755

E: c-alec.delcastillo@privacy.gov.ph

Dear **Mr. Liboro**,

Greetings from The Heritage Hotel Manila!

We are indeed fortunate that you have considered **THE HERITAGE HOTEL MANILA** as venue for your event on **March 14, 2018**.

By way of confirmation, we have drafted the following arrangements for your group. Should there be changes, please let us know. We would appreciate you signing and returning this contract to us at your earliest convenience.

I. FUNCTION ROOM ARRANGEMENT

DATE	NUMBER OF PERSONS	TIME	MEAL REQUIREMENT	FUNCTION SPACE
March 14, 2018	240 persons	8:00 AM – 5:00 PM	AM Snacks, Buffet Lunch and PM Snacks with flowing coffee, water and tea	Artist Ballroom (Classroom setup)

II. PACKAGE RATE

Php 1,000.00 net per head/day

AM Snacks, Buffet Lunch and PM Snacks with flowing coffee, water and tea



III. BANQUET AMENITIES

- Free use of the Function Room
- PA system, extension cords and microphone/s
- Whiteboard with Marker/s and erasers
- Pads, pencils and mint candies
- LCD Projector Screen
- Flowing coffee, water and tea
- Twenty (20) Complimentary WIFI access *(based on 10% min gtd)*
- Twenty (20) Complimentary Parking Pass *(based on 10% min gtd), others to be validated at Php80.00 net*

Note:

- Function room rental charges are waived in consideration of the meals availed for your function. Should you wish to extend your stay after the agreed reservation time indicated above, and should there be no function after the event, an applicable excess hourly charge is to be applied. A fraction of an hour is considered one full hour.
- Function room assignments are based on minimum capacities.
Requests for function room assignments below the minimum number required are subject to a discounted surcharge.
- Charges will be based on the minimum guaranteed attendance or the actual attendance whichever is higher.
- No service of food or beverages from delivery services into function rooms.
- No outside company or vendor will be permitted to provide items or catering for the function rooms. Bringing of outside food or beverages is not allowed in the function rooms or in the Hotel public areas.



IV. MINIMUM GUARANTEE FOR BANQUETS

Date	Meal Period	TOTAL
March 14, 2018	AM Snacks, Buffet Lunch and PM Snacks with flowing coffee, water and tea at Php 1,000.00 net/head x 240 persons x 1 day	Php 240,000.00
GRAND TOTAL		Php 240,000.00

V. CANCELLATION / NO SHOW

Under the terms of this agreement, we have reserved all your guests' room requirements. In the event of cancellation or postponement made after the confirmation of the booking, surcharge equivalent to the full amount of contract based on your minimum guaranteed guests except when the cancellation is due to causes directly and indirectly brought by war, riots, or other Acts of God or any condition beyond control of NPC.

Date of Cancellation	Cancellation Charge
From confirmation date to 6 weeks prior to the arrival	50 % of the guaranteed revenue
30 days prior the arrival date	75% of guaranteed revenue
7 days prior the arrival date	100% of the guaranteed revenue

VI. BILLING ARRANGEMENT

All meal arrangements including the incidental charges will be charged to the National Privacy Commission. Full payments to be settled thru send bill arrangement within fifteen (15) days upon receipt of complete requirements by the NPC. An accomplished credit line application form and letter of authorization is required to facilitate this payment agreement.

VII. CHANGES, ADDITIONS, STIPULATIONS OR LINING OUT

Any changes, additions, stipulations or deletions including corrective lining out by either Hotel or **NATIONAL PRIVACY COMMISSION** will not be considered agreed to or binding on the other unless such modification have been initialed or otherwise approved in writing by the other.

VIII. EXCLUSION OF LIABILITY

GRAND PLAZA HOTEL CORPORATION trade as **THE HERITAGE HOTEL MANILA** will not be held liable or responsible for failure to carry our obligations mentioned herein directly or indirectly brought about by consequences of war, riots or other Acts of God or any condition beyond the control of the Hotel.



Mr. Liboro, we trust that you find the above arrangement favorable. We would like to reassert our desire to host your group and you can be assured that all efforts will be exerted to ensure the great success of your event.

To enable us to hold all the accommodation on a guaranteed basis, we would appreciate you signing and returning a copy of this agreement to us **today, March 12, 2018** to signify your acceptance. This agreement will constitute a binding contract between **GRAND PLAZA HOTEL CORPORATION trade as THE HERITAGE HOTEL MANILA** and **NATIONAL PRIVACY COMMISSION**. The individuals signing below represent that each is authorized to bind his or her party to this agreement. In the event a fully signed copy of this agreement is not received on the above date and deposit is not made on the agreed date, all function spaces referred herein will be released and neither party will have any obligations under this agreement.

Thank you once again and we look forward to the pleasure of welcoming you and your guests at **THE HERITAGE HOTEL MANILA**.

Yours sincerely,

For and on behalf of
**GRAND PLAZA HOTEL CORPORATION trade as
THE HERITAGE HOTEL MANILA**

DARLENE DOMINGO
Events Account Manager

Accepted by:
NATIONAL PRIVACY COMMISSION

RAYMUND E. LIBORO
Privacy Commissioner and Chairman



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

NOTICE OF AWARD

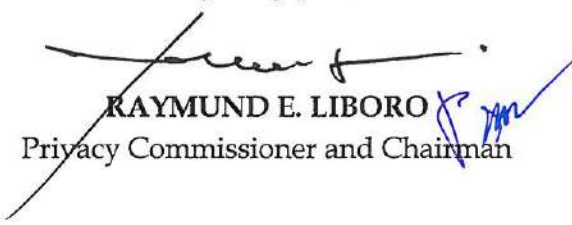
Date Issued: March 12, 2018

Ms. Darlene Domingo
Events Account Manager
The Heritage Hotel Manila
Roxas Boulevard cor. EDSA, Pasay City, Metro Manila

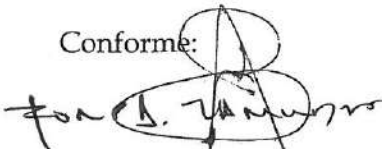
Dear Ms. Domingo:

Please be advised that upon the recommendation of the NPC Bids and Awards Committee the contract for the Lease of Venue for the Data Protection Officer (DPO) 1.2: The Data Protection Officers' Assembly amounting to TWO HUNDRED FORTY THOUSAND PESOS ONLY (Php240,000.00), VAT inclusive, is awarded to THE HERITAGE HOTEL, consistent with Republic Act No. 9184 and its Implementing Rules and Regulations.

Very truly yours,


RAYMUND E. LIBORO
Privacy Commissioner and Chairman

Conforme:



Ms. Darlene Domingo
The Heritage Hotel Manila
Date: MARCH 12, 2018



Republic of the Philippines
NATIONAL PRIVACY COMMISSION

BIDS AND AWARDS COMMITTEE
BAC Resolution No. 7, Series of 2018

SUBJECT: RECOMMENDING THE AWARD OF CONTRACT FOR THE LEASE OF VENUE FOR THE ACTIVITY, DATA PROTECTION OFFICER (DPO) 1.2: THE DATA PROTECTION OFFICERS' ASSEMBLY, TO HERITAGE HOTEL MANILA

WHEREAS, the procurement request for the lease of venue for the DPO 1.2: The Data Protection Officers' Assembly, was approved by the Head of the Procuring Entity upon representation and recommendation of the end-user and the certification of availability of funds duly issued by the Commission's Budget Officer, Accountant and the OIC-Director of Finance and Administrative Office;

WHEREAS, the revised 2018 Annual Procurement Plan of the National Privacy Commission (NPC) includes an allocation for the lease of venue for the holding of the aforementioned activity with an Approved Budget for the Contract of Two Hundred Forty Thousand Pesos (Php240,000.00);

WHEREAS, Section 53.10 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (R.A. No. 9184), otherwise known as the Government Procurement Reform Act authorizes the use of Lease of Real Property and Venue as a mode of procurement;

WHEREAS, on 07 March 2018, the NPC Bids and Awards Committee (BAC) Secretariat sent request for quotations (RFQ) thru electronic mail to The Bayleaf, Hotel Jen Manila, and The Heritage Hotel;

WHEREAS, on 12 March 2018, the NPC BAC Secretariat opened the quotations received, both solicited and unsolicited, and proceeded to evaluate the offers for compliance with the legal, technical, and financial requirements and on the abovementioned date, only The Heritage Hotel was able to submit and comply with the abovementioned requirements;

WHEREAS, based on the results of the evaluation, a copy of which is attached hereto as Annex "A", the NPC BAC determined that The Heritage Hotel offered the Single Calculated and Responsive Bid in the amount of Php240,000.00;

NOW, THEREFORE, for and in consideration of the foregoing, **WE**, the members of the NPC Bids and Awards Committee, hereby **RESOLVE**, as it is hereby **RESOLVED**, to recommend the award of contract for the procurement of lease of venue for the activity, DPO 1.2: The Data Protection Officers' Assembly to THE HERITAGE HOTEL in the amount of Php240,000.00;

RESOLVED this 12th day of March 2018 at the National Privacy Commission Office, 5th Floor East Banquet Hall (Ang Kiukok Hall), Delegation Bldg., Philippine International Convention Center (PICC), PICC Complex, Pasay City.

ATTEST:



MARIA DELIA S. PRESQUITO
Chief, ASD
BAC Member



MARILOU C. LEE LIAN
OIC-Chief, FPMD
BAC Member




ATTY. JANICE G. NADAL
OIC-Chief, LD
BAC Member



MONALISA G. BAUTISTA
Budget Officer
BAC Member




BELMA G. MARTINEZ
OIC Director, FAO
BAC Member



ATTY. GILBERT V. SANTOS
OIC-Director, LEO
BAC Chairman

APPROVED:



RAYMUND ENRIQUEZ LIBORO
PRIVACY COMMISSIONER and
CHAIRMAN
Head of the Procuring Entity



NPC-ASD-AOQ No.0013

Republic of the Philippines
NATIONAL PRIVACY COMMISSION
 3rd Floor, Core C, CSIS Headquarters Building, Financial Center Area, Pasay City

ABSTRACT OF QUOTATIONS

Project: DPO Briefings and Summits PIdGEFS Reference No.: N/A
 References: 2018-021 Approved Budget for the contract: 240,000.00

No.	Qty.	Unit	Description	Supplier	Eligibility Requirements						Bid Price	Remarks	
					Mayor's/Business Permit	Professional License	PHiGEFS Reg. Number	PCAB License (Infra)	NFCC (Infra)	Income Tax Return			Omnibus Sworn Statement
1	1	lot	Lease of Venue	THE HERITAGE MANILA	COMPLETED	N/A	COMPLETED	N/A	N/A	COMPLETED	N/A	240,000.00	PASSED
2	1	lot	Lease of Venue	HOTEL JEN MANILA	FAILED	N/A	FAILED	N/A	N/A	FAILED	N/A	298,000.00	FAILED*
3	1	lot	Lease of Venue	THE BAYLEAF	FAILED	N/A	FAILED	N/A	N/A	FAILED	N/A	264,000.00	FAILED*

In the evaluation of the herein offers, with the evaluation of the NPC-Bids and Awards Committee, and the preference of the end-user considered, we hereby recommend the award to the lowest and most responsive bidder:

THE HERITAGE MANILA

Approved
 Disapproved

Prepared By:

JOEL T. PACTUJANGAN JR.
 BAC Secretariat (Member)

Reviewed By:

MARIA DELIA S. PRESQUITO
 Chief, Admin Officer
 BAC Member

Recommended Approval:

ATTY. JANICE G. NADAL
 OIC-Chief, Legal
 BAC Member

ATTY. GILBERT V. SANTOS
 OIC-Director, LEO
 BAC Chairperson

BELMA G. MARTINEZ
 OIC-Director, FAO
 BAC Member

MARLOQU C. LEBLAN
 OIC-Chief, FEMD
 BAC Member

MONALISA G. BAUTISTA
 Budget Officer
 BAC Member

Note:
 *The bidder failed to submit their eligibility requirements