

Reference No.: 2025RSSO07-449B

NOTICE TO PROCEED

29 May 2025

MS. ESTRELLITA VELASQUEZ
Sales Manager
GOLDEN PRINCE HOTEL & SUITES
Archbishop Reyes Avenue, Cebu City



Dear **Ms. Velasquez**,

Per the signed Contract Agreement dated **29 May April 2025** which was agreed upon by you as Authorized Representative, notice is hereby given to **GOLDEN PRINCE HOTEL & SUITES** that the delivery of the items listed below may proceed for the project entitled, **"Venue with Food (AM & PM Snacks, buffet breakfast, buffet lunch and buffet dinner) for the Mid-Year 2025 Provincial Planning Workshop (PPW) on 02 to 03 June 2025." for PSA Cebu**, with a total contract price of **"NINETY TWO THOUSAND PESOS ONLY (PHP 92,000.00)"**.

| Item/Description | Quantity |
|---|----------|
| <p>Venue with Food (AM & PM Snacks, buffet breakfast, buffet lunch and buffet dinner) for the Mid-Year 2025 Provincial Planning Workshop (PPW) on 02 to 03 June 2025.</p> <p>Total Number of Pax: 39 pax ***For Regular Employees/ Focal Persons *** Number of Pax: 39 pax/day</p> <p><u>Day 1: 02 June 2025 (with breakfast, Lunch, AM & PM snacks, Dinner good for 39 pax)</u></p> <p><u>Day 2: 03 June 2025 (with Complimentary Breakfast, Lunch, AM & PM snacks, Dinner good for 39 pax)</u></p> <p>Function Room Requirement: 1. Sound proof/free from unnecessary noise "2. Complimentary use of function rooms, spacious and can accommodate the number of participants specified below with social distancing: a. 39 pax on 02 June 2025; b. 39 pax on 03 June 2025</p> | 1 lot |

USAGE TIME:

02 June 2025 (8:00am - 6:00pm)

03 June 2025 (8:00am - 6:00pm)

3. No pillars/columns blocking the stage
4. Free use of sound system, projector, projector screen and microphones (at least three microphones, preferably wireless)
5. Audible/operational sound system
6. Provision of flag
7. Free one (1) tarpaulin/ backdrop, size: should not be less than 8ft. X 10ft. Or proportionate to the function room
- "8. Inclusive of electricity charges for use of laptops, projector and other equipment"
9. With strong WIFI connection (at least 100mbps)
11. Room arrangement-classroom type
12. At least two (2) Standby service crew/waiter and technician
13. Provision of Secretariat's table (2 pax) per function room

Food Requirements (balanced nutritious diet)

1. Buffet breakfast include rice, 3 main course, fresh fruits, and drinks
2. Buffet lunch and dinner with drinks
3. AM and PM snacks with drinks
4. Lunch and dinner include : rice, 1 soup, 1 appetizer, 3 main courses, dessert & healthy drinks(preferably fresh fruit juices)
5. Free flowing coffee, tea, milo and purified drinking water in the function room
6. Provision of candies and mixed nuts during the entire function.
7. Location of the buffet table must be inside the main function room and/or outside of, but near the main function room
8. Serving time of food:
****Breakfast - 6:30 AM
****AM snacks - 10:00 AM
****Lunch - 12:00 NN
****PM snacks - 3:00 PM
****Dinner - 6:00 PM
- "9. Meals

***Day 1: 02 June 2025 (Buffet Breakfast, Lunch, AM and PM Snacks, and Buffet Dinner for 39 pax)**

***Day 2: 03 June 2025 (Buffet Breakfast, Lunch, AM and PM Snacks, and Buffet Dinner for 39 pax)"**

10. No use of plastic for the utensils (spoon & fork, drinking straw, cups, & plates

Other Requirements:

1. With venue for teambuilding activities (preferably outdoor)
2. Free parking space (4-6 slots)
3. Free use of amenities and other facilities
4. Availability of trained staff that can address health concerns
5. Must obtain at least 90% of the factor value rating
6. Mode of Payment: SEND BILL Arrangement or 15-30 working days after full delivery

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Agreement and in accordance with the scheduled deliveries.

Please acknowledge receipt and acceptance of this notice by signing the spaces provided below. Sign two copies and send one copy to the Philippine Statistics Authority-RSSO VII.

Very truly yours,

Digitally signed by
Perante Wilma

Wilma A. Perante
Abarsosa

WILMA A. PERANTE

Director II

Officer-in-Charge

I acknowledge receipt of this Notice on MAY 29, 2025

Name of the Representative of the Bidder: ESTRELLITA VELASQUEZ

Authorized Signature: *Seline*