



Reference No.: 25RSSO07-021

NOTICE TO PROCEED

06 January 2025

MS. CLARENCE MAE DABBAY
Sales Manager
CEBU BUSINESS HOTEL
Colon Cor., Junquera St., Cebu City

Dear **Ms. Dabbay**,

Per signed Contract Agreement dated 06 January 2025 which was agreed upon by you as Authorized Representative, notice is hereby given **CEBU BUSINESS HOTEL** that the delivery of the items listed below may proceed for the project entitled, "**Venue with Food (AM and PM snacks and buffet lunch) for the January 2025 Labor Force Survey Third Level Training on 6 to 9 January 2025 for PSA Cebu**", with a total contract price of **EIGHTY SEVEN THOUSAND SEVEN HUNDRED EIGHTY PESOS ONLY (PHP 87,780.00)**.

<i>Item/Description</i>	<i>Quantity</i>
<p>Venue with Food (AM and PM snacks and buffet lunch) for the January 2025 Labor Force Survey Third Level Training on 6 to 9 January 2025 for PSA Cebu.</p> <p>Venue: within Cebu City</p> <p>Total number of pax: 33 Date of Delivery: 6 to 9 January 2025 ***33 pax/ day</p> <p>Function Room Requirement:</p> <ol style="list-style-type: none">1. Sound proof/free from unnecessary noise2. Provision of one (1) function room that can accommodate 33 pax3. No pillars/columns blocking the stage4. Use of function from 7:30AM-6:00PM5. Free use of sound system, microphones, projector (at least three microphones, preferably wireless)6. Audible/operational sound system7. Provision of Philippine Flag8. Free tarpaulin/backdrop size: 5ftx8ft"9. Inclusive of electricity charges for use	<p>1 lot</p>



Gaisano Capital South Bldg., Colon St., Cebu City, Philippines 6000
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- of laptops, projector and other equipment"
10. Preferably with strong WIFI connection (at least 150mbps)
 11. Room arrangement-classroom type
 12. Two (2) Standby service crew/waiter and technician
 13. Provision of secretariats table in the function room

Food Requirements (balanced nutritious diet)

1. Meals (buffet lunch with AM and PM snacks)
2. AM and PM snacks with drinks
3. Buffet Lunch - rice, soup, appetizer, 3 main courses (for fish, it should not be cream dory), dessert, and drinks, fresh fruit juice not powdered juice).
4. Free flowing coffee, tea, milo and purified drinking water with dispenser in the function room.
5. Provision of chips, candies and mixed nuts during the entire function.
6. Location of the buffet table must be inside the main function room and/or outside, but near the main function.
7. Serving Time of food:
*AM Snacks - should be served at 10:00 AM
*Lunch - should be ready by 12:00 NN
*PM Snacks - should be served at 3:00 PM
8. Attach menu upon submission of quotation/bid form
9. No use of plastics for the utensils (spoon & fork, drinking straw, stirrers, cups, and plates)

Other requirements:

1. Free parking space (4-6 slots)
2. Free use of amenities and other facilities
3. Proximity to Police and Fire Stations
4. Availability of trained staff that can address health concerns
5. Must obtain at least 95% of the factor value rating
6. Mode of Payment: SEND BILL Arrangement or 15-30 working days after full delivery
7. Price quotation/s validity: Must be valid for a period of thirty (30) calendar days from the date of submission.

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.



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Notice to Proceed
06 January 2025

Very truly yours,


ARIEL E. FLORENDO
Regional Director
PSA RSSO VII

I acknowledge receipt of this Notice on 1/6/25

Name of the Representative of the Bidder: CLARENCE MAE DABDAY

Authorized Signature: 



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