



Republic of the Philippines  
**University of the Philippines Baguio**  
Governor Pack Road, Baguio City  
Telefax No. 442-3888/442-3484  
[www.upb.edu.ph](http://www.upb.edu.ph)

**Notice to Proceed**

July 11, 2022

**Meldiossa Bisares**  
Sales Mktg. Manager  
**The Plaza Lodge Baguio**  
32 South Drive, Baguio City, Benguet  
(0977) 131-6122

Dear Ms. Bisares:

Notice is hereby given to The Plaza Lodge Baguio represented by its *Sales Mktg. Manager, Meldiossa Bisares*, that work may commence on the **Lease of Venue with Catering Services for the CSS AUN-QA SAR Writing Workshop on 19-20 July 2022** effective on JUL 19 2022 or \_\_\_\_\_ day/s after the receipt of this notice.

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 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 University of the Philippines Baguio.

Very truly yours,

  
**LEAH L. ABAYAO**  
Dean, College of Social Sciences

Conforme:

  
\_\_\_\_\_

(Name of Representative of Bidder)

Date: \_\_\_\_\_



**UNIVERSITY OF THE PHILIPPINES BAGUIO**  
 Supply & Property Management Office  
 Governor Pack Road, Baguio City  
 VAT Reg. TIN: 000-864-006-00007

**PURCHASE ORDER**  
*College of Social Sciences*

Supplier:	<u>The Plaza Lodge Baguio</u>	PO No.:	<u>SPMO-GF-22-07-143 (2729)</u>
Address:	<u>32 South Drive, Baguio City, Benguet</u>	Date:	<u>11-Jul-2022</u>
Telephone No.:	<u>(0977) 131-6122</u>	Mode of Procurement:	<u>NP - Lease of Real Property and Venue</u>
E-mail:	<u>sales.lodge@theplazahotelgroup.com</u>	PR No.:	<u>16689</u>
TIN:	<u>009-577-312-000</u>		

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

Place of Delivery:	<u>Supply and Property Management Office (SPMO), UP Baguio</u>	Delivery Term:	<u>E.O.R. - Destination (UP Baguio)</u>
Contact Person:	<u>Brian D. Lumagus</u>	Payment Term:	<u>30 calendar days</u>
Contact Address:	<u>Governor Pack Road, Baguio City</u>	Date of Delivery:	<u>19-20 July 2022</u>
Contact #/ Email:	<u>(074) 442-3484/ bdlumague@up.edu.ph</u>		

Stock/ Property No.	Unit	Description	Qty.	Unit Cost	Amount
		Lease of Venue with Catering Services for the CSS AUN-QA SAR Writing Workshop on 19-20 July 2022 within Baguio City			
	lot	Lease of Venue with Catering Services for the CSS AUN-QA SAR Writing Workshop on 19-20 July 2022 within Baguio City <i>***Nothing Follows***</i>	1	P 61,200.00	P 61,200.00
		Canvass no. PC-22-07-198			
(Total Amount in Words): <u>Sixty One Thousand Two Hundred Pesos</u>					<b>P 61,200.00</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 on the undelivered item/s.

Very truly yours,  
 LEAH L. ABAYAO  
 Dean, College of Social Sciences

Conforme:  
MARICA MACLAN  
 Signature over Printed Name of Supplier  
JUL 19 2022  
 Date


Fund Cluster:	<u>01 101104 API 2022 GCS</u>	ORS/BURS No.:	<u>D2-101101-2022-07-G04</u>
Funds Available:		Date of the ORS/BURS:	<u>07-15-2022</u>
		Amount:	<u>61,200 -</u>
	<u>CECILE G. DANAWEN</u> Chief, Accounting Office		<u>JUL 18 2022</u>

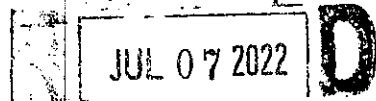
Activity: College of Social Sciences Workshop 4 on Self Assessment Report (SAR)  
 Date: July 19-20,2022

TABLE OF RATING FACTORS FOR LEASE OF VENUE  
 RECOMMENDED PASSING RATE: 90%

RATING FACTORS		WEIGHT	The Plaza Lodge-Baguio	Hill Station Restaurant	H100 Ecolodge
I.	Availability	100	100	100	100
II.	Location and Site Condition				
	1. within Baguio City	80	80	80	80
	2. with parking space	20	18	15	16
	TOTAL	100	98	95	96
III.	Neighborhood Data				
	1. Sanitation and Health Condition - Proper Waste Management	40	38	30	30
	2. Peace and Order - proximity to Police & Fire Station	30	28	28	28
	3. Strong Telecommunications service/signal	30	28	28	28
	TOTAL	100	94	86	86
IV.	Venue				
	1. Structural Condition	20	20	15	15
	2. Functionality of function hall- well ventilated	20	18	15	15
	a. Free use of function hall for 36 pax				
	b. Use of projector screen, whiteboard & sound system w/ microphones (at least 3 microphones), speakers, etc.				
	c. Table and chairs w/ complete set-up: 8 tables for breakout sessions and 1 table for				
	d. Provision of electrical outlet and extension cord per table (8) for charging of gadget/devices				
	e. Wifi access				
	f. Hygiene Kit or Sanitation Equipment				
	g. Space for break out groups				
	3. Facilities	20	18	10	10
	a. Continuous water supply and accessible comfort room				
	b. Compliance with the standards provided by the Building Code of the Philippines				
	c. accessible emergency exit and alarm, stand by fire extinguisher				
	4. Other requirements/free services	20	18	10	10
	a. Provision of Janitorial/Maintenance and Security Services				
	b. Availability of first aid kit				
	c. Adequate Security Services				
	5. Catering Services	20	20	20	20
	a. Day 1&2: AM & PM Snacks, Lunch(Plated/ Buffet)				
	TOTAL	100	94	70	70
I.	Availability (30%)		30	30	30
II.	Location and Site Condition (30%)		29.4	28.5	28.8
III.	Neighborhood Data (20%)		18.8	17.2	17.2
IV.	Venue (20%)		18.8	14	14
	FACTOR VALUE		97	89.7	90

Prepared by:

  
 Prof. Jean E. Abayao  
 Dean, CSB

SAFETY  
  
 MANAGEMENT OFFICE (SPMO)  
 U.P. BAGUIO

  
 CERTIFIED TRUE COPY  
 OF THE ORIGINAL