



UNIVERSITY HOTEL
University of the Philippines
Diliman, Quezon City



AGREEMENT FOR FOOD RESERVATION

Client / Org.: **Office of the Government Corporate Counsel - New PPP Code**
Contact Person: **Ms. Rosanne Veronica M. Roxas**
Company Address: **3rd Floor, MWSS Administration Building, Katipunan Road, Quezon City**
Telephone: **09178894222**
Co. E-Mail: **rosanne.roxas@cgcs.gov.ph** Duration: **April 24, 2023 | 8:00am - 5:00pm**

☐ Pick-up/Delivery

☒ Outside Catering

MEALS:

AM&PM Snacks | Buffet Lunch @ 1200.00/pax
* Flowing Coffee

70 covers x 3 days Php 84,000.00

Add: 10% Transp

8,400.00

Notes: Tables and Chairs for the participants are excluded.

TERMS:

- The Client is prohibited from using the HOTEL as a site or accommodation for all or any vicious or lawless activity. NEITHER SHALL THE CLIENT MAKE USE OR OCCUPY OTHER ROOMS/ SPACES NOT INCLUDED IN THE AGREEMENT.
- The CLIENT shall be liable for all damages to the property of the HOTEL caused by negligence or improper use by the CLIENT, client's guests, and other invitees during the function. In addition, the CLIENT shall inform the HOTEL of any installation in connection with the set-up of the event. Failure to do so shall constitute additional charges and/or penalty.
- Reservation for major events is deemed tentative unless we receive two (2) sets of duly signed (all pages) Contract/ Agreement and downpayment (unless waived by the Management) of PHP 46,200.00 at least six (6) days prior to the scheduled function date. The balance thereof, if any, must be paid at least two (2) days before check-out. Additional charges, if any shall be settled in cash, local or international credit cards or company check- in the name of the HOTEL.

- Refund of all payments may be claimed only if the HOTEL is provided a Letter of Cancellation at least (15) days before the function. Cancellation Fee amounting to fifty percent (50%) of the Total Account will be charged if the reservation is cancelled (7) days before the function. A later notice will be subjected to a hundred percent (100%) Cancellation Fee.

Cancellations must be received in writing by e-mail (jupel@mranchotel@gmail.com), fax (02-435,1319) or mail (Guerrero St. Cor. Aglipay St., U.P. Campus, Diliman, Quezon City). Refunds will be issued in check a week after receipt of cancellation letter.

In view of my non-adherence to the terms and conditions specified in this Agreement, I/ we shall pay the HOTEL the assessed additional charges indicated below:

OTHER CHARGES:

* Damages on HOTEL property/properties:

(Description)

Php

** Charges/ Penalty for failure to inform the HOTEL on any installation pertinent to set up of event:

(Description)

Php

* Actual value of the damages on HOTEL property/properties shall be charged plus % of the said actual value as penalty.

** Charges/ Penalty shall be percent of the total amount to be paid to the HOTEL plus amount of the actual value of the property/ properties in the event of damage to the same.

PRICES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE.

Prepared by:

Foscho E. Alvela
MARKETING STAFF

CONFORME:

SOLOMON M. HERMOSURA
Government Corporate Counsel
Printed Name and Signature

Reviewed/Endorsed by:

M.O. Teniso C. Estidolo
MARKETING DEPARTMENT CHIEF

Malya P. Gomez
Hotel Operations Manager

DATE OF CONFORME:

4-23-24

Guerrero St. Cor. Aglipay St. U.P. Campus, Diliman, Quezon City | 9272180, 9261955, 9246743, 4351315, 4351316, 4351317
Fax: 4351319 email: uphotel@gmail.com | Web site: upmaxihotel.ph



12 April 2024

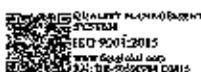
Dear Ms. Estidola:

Sincerely yours,

SOLOMON M. HERMOSURA
Government Corporate Counsel

Conforme:

Date Received: 4-22-29



.....committed to uphold justice
under the rule of law



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF JUSTICE
OFFICE OF THE GOVERNMENT CORPORATE COUNSEL
3rd Floor MWSS Administration Building, Katipunan Avenue
Balara, Quezon City, 1119
(02) 8251 6232
records@ogcc.gov.ph
https://ogcc.gov.ph

NOTICE TO PROCEED

17 April 2024

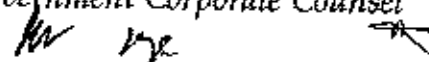
MS. MA. TERRISA C. ESTIDOLA
Marketing Department Chief
University Hotel
University of the Philippines
Guerrero Street corner Aglipay,
UP Campus, Diliman, Quezon City

Dear Ms. Estidola:

Notice is hereby given to **University Hotel** to commence with the implementation of the Contract for the provision of meals for the conduct of the Office of the Government Corporate Counsel (OGCC) Lawyers' seminar entitled "*Newly Enacted Public-Private Partnership Code of the Philippines*," according to the terms and conditions of the attached the Contract upon receipt of this notice.

Please acknowledge receipt and acceptance of this notice by signing both copies¹ in the space provided below.

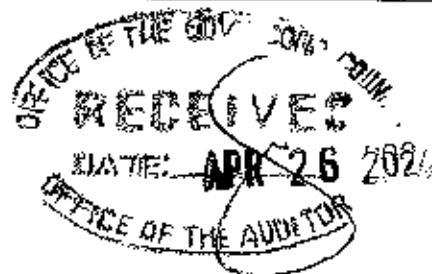
Sincerely yours,


SOLOMON M. HERMOSURA
Government Corporate Counsel


I acknowledge receipt of this Notice on _____
Name of the Representative of the Bidder: **MA. TERRISA C. ESTIDOLA**

Authorized Signature:  4-23-24
Melvin P. Gomez
Hotel Operations Manager

¹Keep one copy and return the other to the Office of the Government Corporate Counsel.



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PURCHASE ORDER

Supplier:	UP College of Law	Purchase Order No.: 2024-04-0020
Address:	University of the Philippines, Malcolm Hall, Osmeña Avenue, UP Diliman, Quezon City	Date: 11 April 2024
Phone:	(02) 8920 5514	Mode of Procurement: Section 53.10 on Lease of Real Property and Venue, RIRR of RA 9184
UN:		

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

Place of Delivery:	1st Floor, Lecture Room, Bocobo Hall (120) UP College of Law, University of the Philippines Malcolm Hall, Osmeña Avenue, UP Diliman, Quezon City			Delivery Term : F.O.B..	
Date of Delivery:	24 April 2024, 8:00am to 5:00pm			Payment Term: Thirty (30) working days upon receipt of SI / SOA / Billing, supported by IAR/Certificate of Delivery	
Item No.	Unit	Quantity	Item/Description	Unit Cost	Amount
1	lot	1	Seminar Venue for the conduct of the Office of the Government Corporate Counsel (OGCC) Lawyers' seminar entitled "Newly Enacted Public-Private Partnership Code of the Philippines" Quantity: 70 pax Hours of Venue Use: Eight (8) hours Rate for the 1st three (3) hours: PhP4,680.00 Additional per hour: PhP1,600.00 PR. No. 2024-0045 dated 04/08/2024	12,680.00	12,680.00
			XXX XXX XXX		
			TOTAL		12,680.00

Total Amount in Words: Twelve Thousand Six Hundred Eighty Pesos (PhP12,680.00)

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) for every day of delay shall be imposed.

Very truly yours,


SOLOMON M. HERMOSURA
Government Corporate Counsel

Conforme:

Signature over Printed Name of Supplier


4-22-24
Date

Funds Available:

Amount : PhP12,680.00

RYAN JOSEPH C. RODRIGUEZ
Supervising Administrative Officer

OBR No. :
PhP12,680.00



QUALITY MANAGEMENT
BY SQA-C
REQ 9001:2015
www.ogcc.gov.ph
PR. 02-200024-0415

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NOTICE OF AWARD

12 April 2024

PROF. SOLOMON F. LUMBA

Associate Dean

UP Law Center

University of the Philippines

Malcolm Hall, Osmeña Avenue

UP Diliman, Quezon City

Dear Prof. Lumba:

We are pleased to inform you of the Office of the Government Corporate Counsel's (OGCC) acceptance of UP Law Center's Quotation for Lease of Venue for the Seminar Venue for the OGCC Lawyers' entitled "*Newly Enacted Public-Private Partnership Code of the Philippines*" with a total contract price of Twelve Thousand Six Hundred Eighty Pesos (PhP12,680.00).

Sincerely yours,


SOLOMON M. HERMOSURA
Government Corporate Counsel

Conforme:


PROF. SOLOMON F. LUMBA

Associate Dean

UP College of Law

University of the Philippines

Malcolm Hall, Osmeña Avenue

UP Diliman, Quezon City

Date Received: 4-22-2024