



Bases Conversion and Development Authority

30 October 2013

MADELEINE BOUTIQUE CATERER INC.

Unit 1C Torre De Salcedo Condo
184 Salcedo St., Legaspi Village
Makati City

Subject: **NOTICE OF AWARD**
Solicitation/Reference No: BCDA-2013-1846 / 2407196
Catering Services for various BCDA Formal Meetings

Dear Sir/Madam:

We are pleased to notify you that the contract for the **Catering Services for various BCDA Formal Meetings** is hereby awarded to **Madeleine Boutique Caterer, Inc.** having adjudged its bid as the Lowest Calculated & Responsive Bid at a contract price amounting to **PESOS: THREE HUNDRED FIVE THOUSAND TWO HUNDRED NINETY FOUR & 00/100 (P305,294.00)**, inclusive of all applicable taxes and fees.

You are therefore required, within ten (10) calendar days from receipt of this Notice of Award to formally enter into contract with BCDA through a **Job Order**. Failure to enter into the said contract shall constitute a sufficient ground for the cancellation of this Award.


Please indicate your concurrence by signing the Notice of Award on the space below "Conforme" and return the same upon signing.

Thank you.

Very truly yours,


ELEANOR L. ATIENZA
Vice President for Corporate Services Group

Conforme:


CZARINA P. LEDESMA
Managing Director
Date: Oct 31, 2013

BCDA

Procurement and Property Management Department

FD2013-1114

WORK / JOB ORDER

To: **MADELEINE BOUTIQUE CATERER INC.**

Makati City
Attention: CZARINA P. LEDESMA
Tel/Fax No.: 6219295 / **TIN:** 008212941000

WORK/JOB ORDER#: 4900000768
DATE: 30 October 2013
Mode of Procurement: Negotiated Procurement-SVP
Reference SAP PR #: 50001026
Vendor No.: 151110

GENTLEMEN:

Your offer being the lowest as per canvass or bidding made of the following items, PLEASE DELIVER WITHIN (as per schedule) WORKING DAYS AFTER RECEIPT OF THIS ORDER TO THE PROCUREMENT UNIT of the above mentioned address.

ITEM	QTY	UNIT	ARTICLES	UNIT PRICE	AMOUNT
00010	180	PAC	300233 LUNCH & SNACK FOR BCDA BOARD MEETINGS 6 sessions X 30 pax with catering services	712.56	128,260.80
00020	240	PAC	300231 MEAL, LUNCH FOR BCDA COMMITTEE MEETINGS 8 sessions X 30 pax with catering services	490.17	117,640.80
00030	120	PAC	300232 SNACK FOR BOARD COMMITTEE MEETINGS 4 sessions X 30 pax with catering services NOTE: attached Annex "A" for Terms of Reference	222.39	26,686.80
nothing follows				Sub-Total	272,588.40
				Plus: VAT	32,710.61
TOTAL (Inclusive of VAT):				Php	305,299.01
PESOS: THREE HUNDRED FIVE THOUSAND TWO HUNDRED NINETY-NINE AND 1/100 ONLY					

Requisitioning Office/Dept:

OCBS for various BCDA Board & Committee meetings.

Terms and Conditions:

Terms of Payment: Within 30 days Due net

WARRANTY:

Note: The list/s of any parts/materials including services to be rendered in addition to this ORDER shall be submitted to BCDA Procurement Division subject for approval by the authorized officer of the PO/JO or his duly designated representative.

Delivery: For failure of the contractor to make delivery when due, the following penalties shall be imposed.

- 1) a liquidated damage in the amount of one tenth (1/10) of one per cent (1%) of the total value of the contract shall be deducted for each day of delay; or
- 2) a liquidated damage in the amount of one tenth (1/10) of one per cent(1%) of the total value of the undelivered portion shall be deducted for each day of delay, if the contract has been partially filled.

Please attach the original copy of this order together with your **Delivery Receipt and Sales Invoice in triplicate.**

This is a system generated document. BCDA Officer's signature is not required.

Original PO Received by:

CONFORME:

Signature over Printed Name/Date

Catherine B. Lozada Nov 4, 2013

Signature over Printed Name/Date

(The Supplier shall sign and return the acknowledgement copy to BCDA-Procurement or through fax within five (5) working days after issuance)

DLS READY TO 8161030

BCDA





Bases Conversion and Development Authority

NOTICE TO PROCEED

04 November 2013

MS. CZARINA P. LEDESMA
Managing Director
Madeleine Boutique Caterer Inc.
Unit 1C Torre De Salcedo Condo
184 Salcedo St., Legaspi Village
Makati City

Dear **Ms. Ledesma:**

The attached Job Order (JO) No. 4900000768 having been approved, notice is hereby given to **MADELEINE BOUTIQUE CATERER INC.** to proceed with the supply and delivery of catering services as per the said JO, within the required schedule starting from November 1 to December 31, 2013.


Upon receipt of this notice, you shall be responsible to perform the services under the terms and conditions of the Job Order.

Please indicate your concurrence by signing the Notice of Proceed on the space below "Conforme" and return the same upon signing.

Very truly yours,


ELEANOR L. ATIENZA
Vice President for Corporate Services Group

Conforme:


CZARINA P. LEDESMA
Date: Nov 4, 2013