



University Bids and Awards Committee  
Resolution No. 234, S. 2024

A RESOLUTION RECOMMENDING THE APPROVAL OF THE AWARD OF CONTRACT FOR THE PROJECT “LEASE OF VENUE WITH MEALS & ACCOMMODATION AND VEHICLE RENTAL FOR THE GAD WORKSHOP AND TEAM BUILDING OF THE THREE (3) CAMPUSES OF MinSU – LOT 1” TO GIGA MANAGEMENT CATERING SERVICES INC. AMOUNTING TO EIGHT HUNDRED TWENTY-TWO THOUSAND SEVEN HUNDRED FIFTY PESOS (PHP822,750.00) THROUGH NEGOTIATED PROCUREMENT UNDER SECTION 53.10 (LEASE OF REAL PROPERTY / VENUE)

WHEREAS, the Mindoro State University (MinSU) through the Women, Gender and Development (WGAD) Office will conduct a Workshop and Team Building entitled, **Synergizing Gender Equality & Leadership: Workshop and Capacity Building** on December 2-3, 2024 and intends to lease a venue with meals and accommodation, with an Approved Budget for the Contract (ABC) amounting to **Eight Hundred Twenty-Two Thousand Seven Hundred Fifty Pesos (Php822,750.00)**;

WHEREAS, the subject item was included in the Project Procurement Management Plan (PPMP) of the requisitioning office and in the approved Annual Procurement Plan (APP) of MinSU;

WHEREAS, Sec. 53.10 of the 2016 revised Implementing Rules and Regulations (IRR) of the Republic Act (RA) No. 9184, otherwise known as the Government Procurement Reform Act of 2003”, allows Negotiated Procurement as a mode of procurement for the lease of privately owned real property and venue for official use, subject to the Consolidated Guidelines for the Alternative Methods of Procurement of the 2016 Revised IRR of RA 9184;

WHEREAS, Annex H (IV)(J) of the 2016 revised IRR allows the conduct of Shopping and Negotiated Procurement under Emergency Cases, Small Value Procurement, Lease of Real Property and Venue to be delegated to the End-User unit or any other appropriate bureau, committee or support unit duly authorized by the BAC;

WHEREAS, the WGAD of MinSU coordinated with the BAC through its Secretariat, initiated the procurement activity by sending the Request for Quotation (RFQ) to three (3) prospective lessors; (1) **Giga Management Catering Services Inc.**, (2) **White Beach Lodge** and (3); **Francesca Resorts & Hotels Inc.**;

WHEREAS, the detailed evaluation resulted in the following:

ABC Amount	NAME OF LESSOR	AMOUNT OFFER
Php822,750.00	Giga Management Catering Services Inc.	Php822,750.00
	White Beach Lodge	Php894,250.00
	Francesca Resorts & Hotels Inc.	Php1,022,750.00

WHEREAS, the BAC examined and verified the price quotations submitted by the abovementioned suppliers and the price quotation submitted by **Giga Management Catering Services Inc.** was found to be complying and responsive;

WHEREAS, the price quotations submitted by **White Beach Lodge** and **Francesca Resorts & Hotels Inc.** were deemed non-compliant and disqualified, as the respective bid amounts exceeded the total Approved Budget for the Contract (ABC) allocated for the project;

WHEREAS, the BAC declared **Giga Management Catering Services Inc.**, as the winning lessor with the Single Calculated Responsive Bid (SCRB);

WHEREAS, the TWG of MinSU certified that the lessor complied with the evaluation and recommended the awarding of contract for the Lease of Venue including Meals and Accommodation for the conduct of Workshop and Team Building entitled, **Synergizing Gender Equality & Leadership: Workshop and Capacity Building** to





Giga Management Catering Services Inc., with an official address at Brgy. Aninuan, Puerto Galera, Oriental Mindoro.

NOW, THEREFORE, the Bids and Awards Committee (BAC), above premises considered, hereby RESOLVE as it is hereby RESOLVED to recommend the Head of Procuring Entity, the approval of the award of contract for the project "Lease Of Venue With Meals & Accommodation and Vehicle Rental for the GAD Workshop and Team Building of the Three (3) Campuses of MinSU – Lot 1" to Giga Management Catering Services Inc. amounting to Eight Hundred Twenty-Two Thousand Seven Hundred Fifty Pesos (Php822,750.00) through Negotiated Procurement Under Section 53.10 (Lease Of Real Property / Venue);

RESOLVED, at MinSU Main Campus, Alcate, Victoria, Oriental Mindoro, this 19<sup>th</sup> day of November, 2024.

  
Engr. MARK LESTER A. MAGPANTAY  
BAC Vice-Chairperson

  
FRANIE M. AFABLE, DBMHM  
BAC Member

  
CIEDELLE P. SALAZAR, J.D., Ph.D.  
BAC Chairperson

  
ATTY. SHERLYN A. LAYESA  
BAC Member

  
MELGAR G. FADRIQUELAN  
BAC Member

[ ] Approved / [ ] Disapproved

  
ENYA MARIE D. APOSTOL, Ph.D.  
SUC President III

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





**PhilGEPS**  
Philippine Government Electronic Procurement System

Central Portal for  
Philippine Government  
Procurement Opportunities

Award Notice Abstract (Ref No.: 5168876)

Status: Posted

<b>Control Number:</b> RFQ 2024-211A <b>Approved Budget:</b> Php822,750.00 <b>Procurement Mode:</b> Negotiated Procurement - Lease of Real Property (Sec. 53.10) <b>Classification:</b> Goods <b>Category:</b> Travel, Food, Lodging and Entertainment Services <b>Applicable</b> <b>Procurement Rules:</b> Implementing Rules and Regulations <b>Funding Source:</b> Government of the Philippines (GOP) <b>Funding Instrument:</b> General Appropriations Act <b>Delivery Period:</b> 2Day/s <b>Contact Person:</b> Annabelle Madrigal <b>Created By:</b> Annabelle Madrigal	<b>MINDORO STATE UNIVERSITY</b> Alcate Victoria Oriental Mindoro, Region IV-B, Philippines <b>LEASE OF VENUE WITH MEALS &amp; ACCOMMODATION AND VEHICLE RENTAL FOR THE GAD WORKSHOP AND TEAM BUILDING OF THE THREE (3) CAMPUSES OF MinSU Lot 1 (Lease of Venue with Meals &amp; Accommodation)</b> <b>Awardee :</b> GIGA MANAGEMENT AND CATERING SERVICES INC. <b>Contact Person :</b> SHERYL CANDAVA <b>Address :</b> Aninuan Puerto Galera Oriental Mindoro, Region IV-B, Philippines <b>Designation :</b> PRESIDENT <table><tr><th colspan="3">Line Item</th></tr><tr><th>#</th><th>Product/Service/Project Name</th><th>Budget</th></tr><tr><td>1</td><td>LEASE OF VENUE WITH MEALS &amp; ACCOMMODATION AND VEHI, Please Quote your best offer for the items. (see Terms and Conditions) Lot 1 (Lease of Venue with Meals &amp; Accommodation) December 2, 2024, 8:00 AM-5:00PM December 3,2024, 8:00 AM-1:00PM , 90000000, 1, Lot</td><td>Php822,750.00</td></tr></table> <b>Reason for Award :</b> LOWEST CALCULATED RESPONSIVE BID	Line Item			#	Product/Service/Project Name	Budget	1	LEASE OF VENUE WITH MEALS & ACCOMMODATION AND VEHI, Please Quote your best offer for the items. (see Terms and Conditions) Lot 1 (Lease of Venue with Meals & Accommodation) December 2, 2024, 8:00 AM-5:00PM December 3,2024, 8:00 AM-1:00PM , 90000000, 1, Lot	Php822,750.00	<b>Award Type:</b> Award Notice <b>Contract Amount:</b> Php822,750.00 <b>Award Date:</b> 12-Nov-2024 <b>Publish Date:</b> 12-Nov-2024 <b>Date Last Updated:</b> 12-Nov-2024 <b>Created By:</b> Annabelle Quinto Madrigal <b>Date Created:</b> 12-Nov-2024 <b>Approver:</b> Annabelle Quinto Madrigal <b>View Documents:</b> 1
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Award Notice Abstract (Ref No.: 5168876)

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<b>Approved Budget:</b> Php822,750.00	<b>LEASE OF VENUE WITH MEALS &amp; ACCOMMODATION AND VEHICLE RENTAL FOR THE GAD WORKSHOP AND TEAM BUILDING OF THE THREE (3) CAMPUSES OF MinSU Lot 1 (Lease of Venue with Meals &amp; Accommodation)</b>		<b>Contract Amount:</b> Php822,750.00						
<b>Procurement Mode:</b> Negotiated Procurement - Lease of Real Property (Sec. 53.10)	<b>Awardee :</b> GIGA MANAGEMENT AND CATERING SERVICES INC.	<b>Contact Person :</b> SHERYL CANDAVA	<b>Award Date:</b> 12-Nov-2024						
	<b>Address :</b> Aninuan Puerto Galera Oriental Mindoro, Region IV-B, Philippines	<b>Designation :</b> PRESIDENT	<b>Publish Date:</b> 12-Nov-2024						
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<b>Applicable Procurement Rules:</b> Implementing Rules and Regulations	<b>Reason for Award :</b> LOWEST CALCULATED RESPONSIVE BID		<b>Date Created:</b> 12-Nov-2024						
<b>Funding Source:</b> Government of the Philippines (GOP)			<b>Approver:</b> Annabelle Quinto Madrigal						
<b>Funding Instrument:</b> General Appropriations Act			<b>View Documents:</b> 1						
<b>Delivery Period:</b> 2Day/s									
<b>Contact Person:</b> Annabelle Madrigal									
<b>Created By:</b> Annabelle Madrigal									





## REQUEST FOR QUOTATION (RFQ No. 2024- 211A LOT 1)

### LEASE OF VENUE WITH MEALS & ACCOMMODATION AND VEHICLE RENTAL FOR THE GAD WORKSHOP AND TEAM BUILDING OF THE THREE (3) CAMPUSES OF MinSU

#### *Lot 1 (Lease of Venue with Meals & Accommodation)*

1. The **Mindoro State University** through the bids and Awards Committee (BAC) will undertake the lease of venue with meals and accommodation for the conduct of **Synergizing Gender Equality & Leadership: Workshop and Capacity Building** in accordance with Section 53.10 (Lease of Real Property / Venue of the IRR of RA 9184).
2. The MinSU hereinafter referred to as the "Procuring Entity" now request you to submit price quotation for the procurement of lease of venue with meals and accommodation for the conduct of GAD Workshop and Capability Building of MinSU, as specified in the Terms of Reference (TOR) provided in the Annex "A" as attached.
3. All items listed in the specifications as stated in the TOR must be complied on a pass/fail basis. Failure to meet any one of the requirements may result to rejection.
4. The **Approved Budget for the Contract (ABC)** is **Eight Hundred Twenty-Two Thousand Seven Hundred Fifty Pesos (Php822,750.00)**. Quotation submitted higher than the ABC shall be automatically rejected.
5. The award shall be given to the lowest/single calculated bidder meeting the Procuring Entity's technical specification, as determined by the BAC.
6. Quotations must be delivered at the address below not later than November 18, 2024 (until 5:00PM)

#### **The BAC Chairperson**

MinSU Bids and Awards Committee  
2<sup>nd</sup> Floor, Administration Building  
Alcate, Victoria, Oriental Mindoro

7. Your prices must be quoted in the Philippine Peso and must include the unit price and total price, inclusive of VAT and all taxes and duties to be paid and other incidental cost to the delivery site/s if the contract is awarded.
8. The MinSU reserves the right to accept or reject any quotation, and to annul the bidding/shopping process or reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected bidder/s. The MinSU reserves the right to waive minor deviations/ defects or infirmities therein. A minor deviation/defect or infirmity is one that does not materially affect the overall performance and functionality of the equipment and the capability of the supplier to perform the contract





# Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines

Email: [universitypresident@minsu.edu.ph](mailto:universitypresident@minsu.edu.ph)

Website: [www.minsu.edu.ph](http://www.minsu.edu.ph)

Mobile: +63 977 846 72 28

9. The prospective bidder shall submit the following
  - a. Mayor's/ Business Permit
  - b. Proof of PhilGEPS Registration
  - c. Latest Income/ Business Tax Return
  - d. Tax Clearance
  - e. BIR Certificate of Registration (BIR form 2303)
  - f. Duly signed and notarized Omnibus Sworn Statement
  - g. DTI Certificate

**CIEDELLE PIOL-SALAZAR, Ph.D.**

**BAC Chairperson**

MinSU Bids and Awards Committee





## ANNEX "A"

Republic of the Philippines  
**MINDORO STATE UNIVERSITY**

### TERMS OF REFERENCE

#### **LEASE OF VENUE WITH MEALS & ACCOMMODATION AND VEHICLE RENTAL FOR THE GAD WORKSHOP AND TEAM BUILDING OF THE THREE (3) CAMPUSES OF MinSU**

*Lot 1 (Lease of Venue with Meals & Accommodation)*

#### **I. RATIONALE**

A GAD plan and budget ensure that gender considerations are systematically integrated into all aspects of planning and resource allocation. This promotes equal opportunities and outcomes for women, men, girls, and boys in various sectors such as education, health, employment, and governance. By explicitly addressing gender disparities through targeted interventions and strategies, a GAD plan and budget can help reduce inequalities and barriers that hinder women's participation and access to resources and opportunities. Conducting workshops focused on gender mainstreaming helps raise awareness among participants about the importance of integrating gender perspectives into policies, programs, and projects. It provides a platform to discuss gender stereotypes, biases, and their impact on development outcomes.

On the other hand, the proposed capability building activities create opportunities for team members to bond, build trust, and strengthen relationships. This is crucial for fostering a supportive and inclusive work environment where all team members feel valued and respected, regardless of gender.

#### **II. SCOPE OF WORK AND TECHNICAL SPECIFICATIONS**

The service provider for the venue shall be able to provide the conference/function room, accommodation, meals, and capability-building grounds for the facilitator's activities, with the following specifications:

##### **A. General Requirements**

- 1) Price Package Quotation for three (2) days and two (1) night
- 2) Date: Monday and Tuesday December 2-3, 2024
- 3) Location is within Puerto Galera, Oriental Mindoro
- 4) Number of Participants: 325 pax
- 5) Designated parking space for vehicles;
- 6) Quoted price shall be inclusive of all applicable government taxes and service charges.

##### **B. Special Requirements**





## 1) Venue of Activities

The service provider shall provide the venues for various activities for the entire duration of the event. In case of bad weather conditions that conducting outdoor activities become useless, outdoor activities shall be conducted in a covered area. Below are the minimum requirements.

### 1.1 Outdoor

- i. Holding area for participants upon arrival;
- ii. Outdoor area for the opening ceremony and capacity building activities;
- iii. Spacious outdoor area;
- iv. Spacious lawn and shaded area (covered with grass)
- v. Water stations at team building areas; and
- vi. Nearby comfort rooms within the outdoor activity area
- vii. Table and chairs for the secretariat;
- viii. Audio and visual equipment with 2 microphones; and
- ix. Adequate to strong wi-fi internet connection.

### 1.2 Accommodation

The Service Provider shall provide two (2) days and one (1) night's accommodation with the following minimum requirements:

- i. Indicates prices for guaranteed clean air-conditioned rooms for twin-sharing/four-sharing/six-sharing in a room with separate beds to accommodate at least 325 guests in total;
- ii. Clean toilet and bath in each room;
- iii. Furnished with television, closet, clean toilet and bathroom, beddings, towels, and basic toiletries; and

### 1.3 Food and Meals

The Service Provider shall meet the following meal requirements for 325 pax:

- i. Free-flowing coffee and purified drinking water during indoor activities and water/water stations in strategic locations during outdoor activities;

**Day 1 For Key Officials, Faculty Members, Finance Unit, SAO, HR, Legal Officer, Medical Representative, and GAD Secretariat in the three Campuses of MinSU**  
**AM Snacks**

**Day 2 For Key Officials, Faculty Members, Finance Unit, SAO, HR, Legal Officer, Medical Representative, and GAD Secretariat in the three Campuses of MinSU**  
**Breakfast**  
**Rice**





Juice  
Tuna & Lettuce Sandwich

### **Lunch**

Pork Caldereta  
Fish Sinigang  
Lumpia  
Rice  
Sliced Pineapple  
Softdrinks

### **PM Snack**

Spaghetin Bolognese  
Garlic Bread

Juice

### **Dinner**

Pork Menudo  
Sweet and Sour Fish Fillet  
Tomato and Cucumber Salad  
Nilaga Soup  
Rice  
Fruits  
Softdrinks

Fried Egg

Banana

Macaroni Soup

Pandesal

Coffee

### **AM Snacks**

Chocolate Croissant

Bottled Juice

- ii. Designated banquet area/ hall for MinSU participants during meal time

## **1.4 Emergency Power/Back-up Power Generator**

The venue must have a standby/back-up electrical system in case of power outage during the training

## **A. APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the Contract (ABC) is **Eight Hundred Twenty-Two Thousand Seven Hundred Fifty pesos (Php822,750.00)** inclusive of all government taxes and charges.

## **B. MODE OF PROCUREMENT**

Proposals shall be in accordance with the Scope of Work and Technical Specifications (making use of the following criteria: a. availability and quality of venue; b. location and site condition; c. neighborhood data; d. quality of food and facilities and; e. cost) as prescribed under Annex "H", Appendix B, Item C of the Revised IRR of R.A. 9184 (Table of Rating Factors for Lease of Venue). Only service providers with the weighted average of Eighty-five percent (85%) shall be invited to bid.

## **C. DOCUMENTARY REQUIREMENTS**

As prescribed under Annex "H", Appendix "A"- Documentary requirement for Alternative Method of Procurement, the WINNING service provider shall submit the following conditions:

- 1) Mayor's/ Business Permit





- 2) Proof of PhilGEPS Registration
- 3) Latest Income/ Business Tax Return
- 4) Tax Clearance
- 5) BIR Certificate of Registration (BIR form 2303)
- 6) Duly signed and notarized Omnibus Sworn Statement
- 7) DTI Certificate

#### **D. PAYMENT SCHEME**

The payment for the services rendered by the Service Provider shall be made upon its issuance of the Billing Statement and corresponding Certificate of the Satisfactory Service by the end-user.

Failure to comply with the Terms and Conditions of the contract will result in the payment of corresponding penalties/ liquidated damages in the amount equivalent to Ten (10%) percent of the Contract Price by the winning service provider.

MinSU reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.





FINANCIAL OFFER:

Please Quote your best offer for the items. (see Terms and Conditions)

Lot 1 (Lease of Venue with Meals & Accommodation)		APPROVED BUDGET FOR THE CONTRACT (ABC): Eight Hundred Twenty-Two Thousand Seven Hundred Fifty pesos (Php822,750.00)		
Business Name: giga management & Catering Service Inc.				
Lease Of Venue With Meals	A Rate	B Max. Number Of Pax	C Max. Number Of Meals	D Amount Offer (A*B*C)
VENUE HALL				
• December 2, 2024, 8:00 AM-5:00PM				
Big Function Room	55,000			55,000
Small Function Hall	6,500			6,500
• December 3, 2024, 8:00 AM-1:00PM				
Big Function Room	30,000			30,000
MEALS				
DAY 1:				
AM Snacks	150	325	1	48,750
Lunch	500	325	1	162,500
PM Snacks	150	325	1	48,750
Dinner	500	325	1	162,500
DAY 2:				
Breakfast	250	325	1	81,250
AM Snacks	150	325	1	48,750
Room Accommodation	A Please fill in your offered Rate per Room (Php)	B Max. Number Of Rooms	C Duration	D Amount Offer (A*B*C)
Superior Rooms @ 16 pax	550	16 (96 pax)	1 night	52,800
2 Studio Unit @ 4 pax	550	2 (4 pax)	1 night	2,200
47 Rooms @ 4 pax	550	47 (188 pax)	1 night	103,950
6 Rooms @ 6 pax	550	6 (36 pax)	1 night	19,800
Total Offered Quotation: 822,750				

Supplier's Signature over Printed Name

008-212-331-00001

TIN No. of Establishment

0917-504-8679

Contact Number

Date

SUBSCRIBED AND SWORN TO before me this 14 NOV 2024 at Calapan City, Philippines. The affiant exhibiting to me his/her issued by the

ATTY. RAYMOND JOEL L. BALBUENA

Roll of Attorney's No. 61087

IBP Lifetime No. 010769

PTR No. 1218347 - Calapan City

MCLE Compliance No. VII-0065057

Notarial Commission until December 31, 2024

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Book No. 184  
Series of 20 24





FINANCIAL OFFER:

Please Quote your best offer for the items. (see Terms and Conditions)

Lot 1 (Lease of Venue with Meals & Accommodation)			APPROVED BUDGET FOR THE CONTRACT (ABC):	
WHITE BEACH LODGE			Eight Hundred Twenty-Two Thousand Seven Hundred Fifty pesos (Php822,750.00)	
Business Name:				
Lease Of Venue With Meals	A Rate	B Max. Number Of Pax	C Max. Number Of Meals	D Amount Offer (A*B*C)
VENUE HALL				
• December 2, 2024, 8:00 AM-5:00PM				
Big Function Room	55,000			55,000
Small Function Hall				
• December 3, 2024, 8:00 AM-1:00PM				
Big Function Room	30,000			30,000
MEALS				
DAY 1:				
AM Snacks	160	325	1	52,000
Lunch	550	325	1	178,750
PM Snacks	160	325	1	52,000
Dinner	550	325	1	178,750
DAY 2:				
Breakfast	260	325	1	84,500
AM Snacks	160	325	1	52,000
Room Accommodation	A Please fill in your offered Rate per Room (Php)	B Max. Number Of Rooms	C Duration	D Amount Offer (A*B*C)
Superior Rooms @ 16 pax	650	96 pax	1 night	62,400
2 Studio Unit @ 4 pax	650	4 pax	1 night	2,600
47 Rooms @ 4 pax	650	189 pax	1 night	122,850
6 Rooms @ 6 pax	650	36 pax	1 night	23,400
Total Offered Quotation:				894,250

ESTELA CANDAVA  
Supplier's Signature over Printed Name  
124-519-273-0000  
TIN No. of Establishment  
0917-656-0320  
Contact Number  
November 13, 2024  
Date





FINANCIAL OFFER:

Please Quote your best offer for the items. (see Terms and Conditions)

Lot 1 (Lease of Venue with Meals & Accommodation)		APPROVED BUDGET FOR THE CONTRACT (ABC): Eight Hundred Twenty-Two Thousand Seven Hundred Fifty pesos (Php822,750.00)		
Business Name: <i>Francesca Resorts &amp; Hotel Inc.</i>				
Lease Of Venue With Meals	A Rate	B Max. Number Of Pax	C Max. Number Of Meals	D Amount Offer (A*B*C)
VENUE HALL				
• December 2, 2024, 8:00 AM-5:00PM				
Big Function Room	60,000			60,000
Small Function Hall				
• December 3, 2024, 8:00 AM-1:00PM				
Big Function Room	30,000			30,000
MEALS				
DAY 1:				
AM Snacks	180	325	1	58,500
Lunch	650	325	1	211,250
PM Snacks	180	325	1	58,500
Dinner	650	325	1	211,250
DAY 2:				
Breakfast	280	325	1	91,000
AM Snacks	180	325	1	58,500
Room Accommodation	A Please fill in your offered Rate per Room (Php)	B Max. Number Of Rooms	C Duration	D Amount Offer (A*B*C)
Superior Rooms @ 16 pax	750	96 pax	1 night	72,000
2 Studio Unit @ 4 pax	750	4 pax	1 night	3,000
47 Rooms @ 4 pax	750	189 pax	1 night	141,750
6 Rooms @ 6 pax	750	36 pax	1 night	27,000
Total Offered Quotation:				1,022,750

*Julie Mendoza*  
Supplier's Signature over Printed Name  
*008-347-306-000*  
TIN No. of Establishment  
*0916-7373-086*  
Contact Number  
*Nov. 13, 2024*  
Date



Republic of the Philippines  
Department of Budget and Management  
**PROCUREMENT SERVICE**

**CERTIFICATE OF PHILGEPS REGISTRATION**  
**(Platinum Membership)**

THIS IS TO CERTIFY THAT

**GIGA MANAGEMENT AND CATERING SERVICES INC.**

Brgy. Aninuan ,  
Puerto Galera , Oriental Mindoro , Region IV-B , Philippines

is registered in the **Philippine Government Electronic Procurement System (PhilGEPS)** on 09-Oct-2012 pursuant to Section 8.5.2 of the Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.

This further certifies that **GIGA MANAGEMENT AND CATERING SERVICES INC.** has submitted the required eligibility documents in the PhilGEPS Supplier Registry as listed in Annex A, which document is attached hereto and made an integral part hereof.

For the purpose of updating this Certificate, all Class "A" eligibility documents covered by Section 8.5.2 of the Revised Implementing Rules and Regulations of Republic Act No. 9184 supporting the veracity, authenticity and validity of this Certificate shall remain current and updated. The failure by the prospective Bidder to update this Certificate with the current and updated Class "A" eligibility documents shall result in the automatic suspension of its validity until such time that all of the expired Class "A" eligibility documents has been updated.

By submitting this Certificate, the Bidder certifies:

1. the authenticity, genuineness, validity, and completeness of the copy of the original eligibility documents submitted;
2. the veracity of the statements and information contained therein;
3. that the Certificate is not a guaranty that the named registrant will be declared eligible without first being determined to be such for that particular bidding, nor is it an evidence that the Bidder has passed the post-qualification stage; and
4. that any finding of concealment, falsification, or misrepresentation of any of the eligibility documents submitted, or the contents thereof shall be a ground for disqualification from further participation in the bidding process, without prejudice to the imposition of appropriate administrative, civil and criminal penalty in accordance with the laws.

This Certificate is valid until 13-Feb-2025

Issued this 13th day of February 2024.

This is a system generated certificate. No signature is required.

Documentary Stamp Tax Paid Php 30.00  
Certificate Reference No: 201210602571432474460





## REMINDERS <sup>1</sup>

- *The PhilGEPS office shall not determine the eligibility of merchants. The PhilGEPS office's evaluation of the eligibility requirements shall be for the sole purpose of determining the approval or disapproval of the merchant's application for registration.*
- *A merchant's registration and membership in the GOP-OMR is neither contract-specific nor understood to be tantamount to a finding of eligibility. Neither shall the merchant's successful registration in the GOP-OMR be relied upon to claim eligibility for the purpose of participation in any public bidding.*
- *The determination of the eligibility of merchants, whether registered with the GOP-OMR or not, shall remain with the Bids and Awards Committee (BAC). The BAC's determination of validity of the eligibility requirements shall be conclusive to enable the merchant to participate in the public bidding process.*

Certificate Reference No: 201210602571432474460

Page 2 of 3

<sup>1</sup>Refer to Section 4 of the Guidelines for the Use of the Government of the Philippines - Official Merchant's Registry



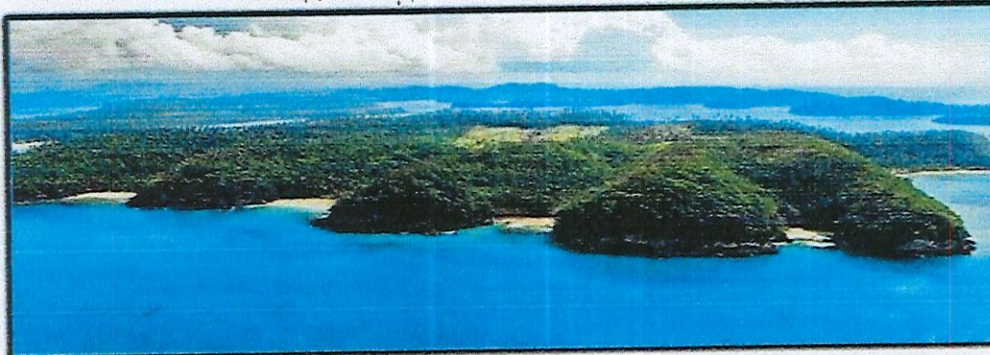
**List of Eligibility Documents**  
of  
**GIGA MANAGEMENT AND CATERING SERVICES INC.**  
Brgy. Aninuan ,  
Puerto Galera , Oriental Mindoro , Region IV-B , Philippines

<b>SEC Certificate</b>	Registration Date : 09-Feb-2012 SEC Certificate Number : cs201202305
<b>Mayors Permit</b>	Expiration Date : 31-Dec-2024 Permit Number : 000533 Place of Issue : Puerto Galera Issued By / Signatory : Hon. Rocky D. Ilagan Issuance Date : 22-Jan-2024
<b>Tax Clearance</b>	Expiration Date : 30-Nov-2024 TCC Number : 05-25b-11-30-r1488-2023-m Issued By / Signatory : Luisa M. Labad Issuance date : 30-Nov-2023
<b>Audited Financial Statement</b>	Date of Filing : 08-Mar-2022 Current Asset : 30,180.00 Total Asset : 14,602,236.00 Current Liabilities : 542,062.00 Total Liabilities : 14,602.00 Name of Auditor : Emilia G. Santos BIR RDO Code : 063
<b>PCAB License</b>	Expiration Date : - Issued By / Signatory : Issuance Date : - License Number : License First Issue Date : - Principal Classification : Category :





Republic of the Philippines  
Province of Oriental Mindoro  
MUNICIPALITY OF PUERTO GALERA  
OFFICE OF THE MAYOR  
**MAYOR'S PERMIT**



MAYOR'S PERMIT #	000533
STATUS:	RENEW
DATE ISSUED:	01/22/2024
EXPIRATION DATE:	12/31/2024

Pursuant to the provision of the Revised Revenue Code of 2022, after payment of taxes and charges. Etc. and compliance with the requirements, permit is here granted to herein taxpayer.

TAXPAYERS NAME	BUSINESS ID.	O.R. NUMBER	DATE PAID	PERIOD COVERED
GIGA MANAGEMENT AND CATERING SERVICE INC.	000533	3832048	01/23/2024	2024
NAME OF BUSINESS	LOCATION	This Mayor's Permit is not a right but a privilege granted to taxpayer and is automatically revoked if conduct of business is not in compliance with the Condition of this Permit, the Regulation of the Municipal Ordinance and/or other existing Laws.  This Mayor's Permit, together with the official receipt, shall at all times be displayed or posted for public view in a conspicuous place within the place of business or undertaking		
GIGA MANAGEMENT AND CATERING SERVICE INC.	ANINUAN PUERTO GALERA			
BUSINESS KIND/TAX/FEE	TAX BASE	TAX/FEE PAID	SURVINT PAID	TOTAL
MAYORS PERMIT FEE		3,330.00	0.00	3,330.00
BUSINESS TAX-Annual		16,768.00	0.00	16,768.00
BAR				
BEER				
FUNCTION HALL				
RESTAURANT				
SWIMMING POOL				
APPLICATION FEE		140.00	0.00	140.00
TAX CLEARANCE		140.00	0.00	140.00
SANITARY PERMIT		280.00	0.00	280.00
ZONING CERTIFICATION FEE		216.00	0.00	216.00
GARBAGE COLLECTION FEE		5,400.00	0.00	5,400.00
STICKER		70.00	0.00	70.00
ENCODER		GRAND TOTAL	0.00	28,344.00

CONDITIONS

- Taxpayer shall promptly pay for the corresponding Mayor's Permit and Sanitary Permit Fees as well as the Municipal Licenses and/or taxes as they become due as mandated by Puerto Galera Municipal Revised Revenue Code **28,344.00**
- Taxpayer shall post the Mayor's Permit, Sanitary Health Certificate and official receipts covering the above payment to a conspicuous place in store, office or any other place where business, trade, occupation or calling is conducted or carried on;
- Taxpayer shall hang and keep at office, store or establishment at all times the Book of Account and other pertinent records necessary in the operation of business/es or trade/s conducted.
- Taxpayer shall renew this permit within the first 20 days of January every year thereafter and until such time this permit is revoked or voluntarily surrendered; and
- Taxpayer shall comply with the existing pertinent ordinances, laws, rules and regulations and those which hereafter shall be promulgated by duly constituted authorities.
- Taxpayer shall cooperate with the cleanliness program of the Municipal Government of Puerto Galera, Oriental Mindoro.

PERMIT SHALL BE SUBJECT TO IMMEDIATE CANCELLATION UPON FAILURE OF GRANTEE TO CONTINUOUSLY COMPLY WITH THE PROVISIONS OF THE BUILDING CODE OF THE PHILIPPINES, ENVIRONMENTAL LAW OF THE PHILIPPINES, TOURISM CODE OF THE PHILIPPINES, SANITATION CODE OF THE PHILIPPINES AND OTHER PERTINENT LAWS.

RECOMMENDED APPROVAL BY:

ULYSSES BREN A. GARCIA  
License Inspector - Designate

HON. ROCKY D. ILAGAN  
Municipal Mayor



## Omnibus Sworn Statement (Revised)

REPUBLIC OF THE PHILIPPINES)  
CITY/MUNICIPALITY OF \_\_\_\_\_) S.S.

### AFFIDAVIT

I, **CYNTHIA M. CRISOSTOMO**, of legal age, Married, Filipino, and residing at Aninuan, Puerto Galera, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor or authorized representative **GIGA MANAGEMENT AND CATERING SERVICES INC.** with office address at Aninuan, Puerto Galera;

I am the duly authorized and designated representative **GIGA MANAGEMENT AND CATERING SERVICES INC.** with office address at Aninuan, Puerto Galera];

2. I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the **LEASE OF VENUE WITH MEALS & ACCOMMODATION AND VEHICLE RENTAL FOR THE GAD WORKSHOP AND TEAM BUILDING OF THE THREE (3) CAMPUSES OF MinSU**;
3. **GIGA MANAGEMENT AND CATERING SERVICES INC.** is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. **GIGA MANAGEMENT AND CATERING SERVICES INC.** is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

None of the officers and members of **GIGA MANAGEMENT AND CATERING SERVICES INC.** is related to the Head of the Procuring Entity, Procurement Agent if engaged, is related to the Head of the Procuring Entity, Procurement Agent if engaged, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. **GIGA MANAGEMENT AND CATERING SERVICES INC.** complies with existing labor laws and standards; and
8. **GIGA MANAGEMENT AND CATERING SERVICES INC.** is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:



- a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the MINDORO STATE UNIVERSITY.
9. **GIGA MANAGEMENT AND CATERING SERVICES INC.** did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

14 NOV 2024

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_\_ at  
**CALAPAN CITY**, Philippines.

*Cm Crisostomo*  
**CYNTHIA M. CRISOSTOMO**  
MANAGER  
Affiant

14 NOV 2024  
SUBSCRIBED AND SWORN TO before me this \_\_\_ day of \_\_\_ 20\_\_\_ at  
Calapan City, Philippines. The affiant exhibiting to me his/her  
\_\_\_\_\_ issued by the  
\_\_\_\_\_

Doc. No. 241  
Page No. 50  
Book No. 134  
Series of 20 24

**ATTY. RAYMOND JOEL L. BALBUENA**  
Roll of Attorney's No. 61087  
IBP Lifetime No. 810769  
PTR No. 1218347 - Calapan City  
MCLE Compliance No. VII-0005057  
Notarial Commission until December 31, 2024



REPUBLICA NG PILIPINAS  
KAGAWARAN NG PANANALAPI  
KAWANIHAN NG RENTAS INTERNAS  
REVENUE REGION NO. 009  
REVENUE DISTRICT NO. 063

BIR  
Form No. 2303

Revised July 1997

1RC0000585028

OCN

CERTIFICATE OF REGISTRATION

TIN	NAME	REGISTRATION DATE
008-212-351-001	GIGA MANAGEMENT AND CATERING SERVICES INC.	08/06/2012
REGISTERED ADDRESS		
ANINUAN PUERTO GALERA OR MINDORO 5203		
REGISTERED ACTIVITY(IES)		
TAX TYPE		
REGISTRATION FEE		
WITHHOLDING TAX - EXPANDED/OTH		
TRADE NAME		
LINE OF BUSINESS / INDUSTRY		
GIGA MANAGEMENT AND CATERING S ERVICES INC.		
9309 OTHER SERVICE ACTIVITIES, N.E.C		
REMINERS: FILE AND PAY		
1. Renewal of Annual Registration Fee of P500.00 on or before January 31;		
2. Register Book of Accounts;		
3. Withholding "tax Expanded (1601E) - On or before 10 <sup>th</sup> of the day of the following month;		
a. 1604E - Annual Information Returns of Creditable Income Taxes Withheld (March 1)		
4. Update Registration Information, for any changes in Status, Location and Tax Types (1905 Form);		
5. IN CASE OF CLOSURE/RETIREMENT OF BUSINESS, NOTIFY IMMEDIATELY REVENUE DISTRICT OFFICE TAXPAYER SERVICE SECTION. Date of Registration/Update :		

I HEREBY CERTIFY THAT THE ABOVE NAMED PERSON IS REGISTERED AS  
INDICATED ABOVE, UNDER THE PROVISIONS OF THE NATIONAL INTERNAL  
REVENUE CODE, AS AMENDED.



SALVADOR VICTORIO R. LASALA

REVENUE DISTRICT OFFICER (signature over printed name)

THIS CERTIFICATE MUST BE EXHIBITED CONSPICUOUSLY IN THE PLACE OF BUSINESS

EN





Reference No : 462400058794154  
Date Filed : March 20, 2024 09:28 PM  
Batch Number : 0




Republic of the Philippines  
Department of Finance  
Bureau of Internal Revenue

For BIR  
Use Only


RCS/  
Item:

BIR Form No. <b>1702-RT</b> January 2018(ENCS) Page 1		<b>Annual Income Tax Return</b> For Corporation, Partnership and Other Non-Individual Taxpayer Subject Only to REGULAR Income Tax Rate Enter all required information in CAPITAL LETTERS. Mark applicable boxes with an "X". Two Copies MUST be filed with the BIR and one held by the taxpayer.			
1 For <input type="checkbox"/> Calendar <input type="checkbox"/> Fiscal		3 Amended Return? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		4 Short Period Return? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
2 Year Ended (MM/YYYY) 12/2023		5 Alphabetic Tax Code (ATC) 10055 Minimum Corporate Income Tax (MCIT)		7 RDO Code 258	
<b>Part I - Background Information</b>					
6 Taxpayer Identification Number (TIN) 008 - 212 - 351 - 000					
8 Registered Name (Enter only 1 letter per box using CAPITAL LETTERS) GIGA MANAGEMENT AND CATERING SERVICES INC.					
9A Registered Address (Indicate complete registered address) 128 ONYX DRIVE ST FRANCIS PANDAYAN BULACAN					
9B Zipcode 3020					
10 Date of Incorporation/Organization (MM/DD/YYYY) 02/09/2012					
11 Contact Number 09056289777					
12 Email Address giga.catering808@gmail.com					
13 Method of Deductions Itemized Deductions [Section 34 (A-J), NIRC] Optional Standard Deduction (OSD) - 40% of Gross Income (Section 34(L), NIRC as amended by RA No. 9504)					
<b>Part II - Total Tax Payable (Do NOT enter Centavos)</b>					
14 Total Income Tax Due (Overpayment) (From Part IV Item 43) 17,015					
15 Less: Total Tax Credits/Payments (From Part IV Item 55) 0					
16 Net Tax Payable (Overpayment) (Item 14 Less Item 15) (From Part IV Item 56) 17,015					
Add Penalties					
17 Surcharge 0					
18 Interest 0					
19 Compromise 0					
20 Total Penalties (Sum of Items 17 to 19) 0					
21 TOTAL AMOUNT PAYABLE (Overpayment) (Sum of Item 16 and 20) 17,015					
If Overpayment, mark "X" one box only (Once the choice is made, the same is irrevocable)					
To be refunded To be issued a Tax Credit Certificate (TCC) To be carried over as tax credit next year/quarter					
We declare under the penalties of perjury that this annual return has been made in good faith, verified by us, and to the best of our knowledge, belief, and correct understanding, is true and correct pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued under authority thereof. (If Authorized Representative, please print name, title, and signature.)					
Signature over printed name of President/Principal Officer/Authorized Representative <i>Shirley Candam</i>					
Signature over printed name of Treasurer/Assistant Treasurer <i>CHRISTINA M. ORISTIANO</i>					
Title of Signatory PRES & CHAIRMAN TIN 193-303-278 Title of Signatory TREASURER TN 918-057509					
<b>Part III - Details of Payment</b>					
Portion Date Bank/Agency Number Date (MM/DD/YYYY) Amount					
23 Cash/Bank Debit Memo					
24 Check					
25 Tax Debit Memo					
26 Others (Specify Below)					
Machine Validation/Revenue Official Receipts Details (If not filed with an Authorized Agent Bank)					
RDO NO. 258 LEAST BULACAN RECEIVED APR 13 2024 KATHRYN R. LAVILLA COLLECTION SECTION					

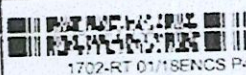


BIR Form No. <b>1702-RT</b> January 2018 (ENCS) Page 2		<b>Annual Income Tax Return</b> Corporation, Partnership and Other Non-Individual Taxpayer Subject Only to REGULAR Income Tax Rate		 1702-RT 01/18ENCS P2
<b>Taxpayer identification Number (TIN)</b> 008 - 212 - 351 - 000		<b>Registered Name</b> GIGA MANAGEMENT AND CATERING SERVICES INC.		
<b>Part IV - Computation of Tax</b> (Do NOT enter Centavos)				
27 Sales/Receipts/Revenues/Fees				4,062,716
28 Less: Sales Returns, Allowances and Discounts				0
29 Net Sales/Receipts/Revenues/Fees (Item 27 Less Item 28)				4,062,716
30 Less: Cost of Sales/Services				2,928,414
31 Gross Income from Operation (Item 29 Less Item 30)				1,134,302
32 Add: Other Taxable Income Not Subjected to Final Tax				0
33 Total Taxable Income (Sum of Items 31 and 32)				1,134,302
Less: Deductions Allowable under Existing Law				
34 Ordinary Allowable Itemized Deductions (From Part VI Schedule I Item 18)				1,476,625
35 Special Allowable Itemized Deductions (From Part VI Schedule II Item 5)				0
36 NOLCO (only for those taxable under Sec. 27(A to C), Sec. 28(A)(1) & (A)(6)(b) of the Tax Code) (From Part VI Schedule III Item 3)				0
37 Total Deductions (Sum of Items 34 to 36)				1,476,625
OR in case taxable under Sec 27(A) & 28(A)(1)				0
38 Optional Standard Deduction (40% of Item 33)				0
39 Net taxable income (Loss) (if itemized: item 33 Less item 37; if OSU: item 33 Less item 38)				(342,323)
40 Applicable Income Tax Rate				20%
41 Income Tax Due other than Minimum Corporate Income Tax (MCIT) (Item 39 x Item 40)				0
42 MCIT Due (2% of Item 33)				17,015
43 Tax Due (Normal Income Tax Due in Item 41 OR the MCIT Due in Item 42, whichever is higher) (To Part II Item 14)				17,015
Less: Tax Credits/Payments (attach proof)				
44 Prior Year's Excess Credits Other Than MCIT				0
45 Income Tax Payment under MCIT from Previous Quarter/s				0
46 Income Tax Payment under Regular/Normal Rate from Previous Quarter/s				0
47 Excess MCIT Applied this Current Taxable Year (From Part VI Schedule IV Item 4)				0
48 Creditable Tax Withheld from Previous Quarter/s per BIR Form No. 2307				0
49 Creditable Tax Withheld per BIR Form No. 2307 for the 4th Quarter				0
50 Foreign Tax Credits, if applicable				0
51 Tax Paid in Return Previously Filed, if this is an Amended Return				0
52 Special Tax Credits (To Part V Item 58)				0
Other Credits/Payments (Specify)				0
53				0
54				0
55 Total Tax Credits/Payments (Sum of Items 44 to 54) (To Part II Item 15)				17,015
56 Net Tax Payable / (Overpayment) (Item 43 Less Item 55) (To Part II Item 16)				0
<b>Part V - Tax Relief Availment</b>				
57 Special Allowable Itemized Deductions (Item 35 of Part IV x Applicable Income Tax Rate)				0
58 Add: Special Tax Credits (From Part IV Item 52)				0
59 Total Tax Relief Availment (Sum of Items 57 and 58)				0



<p>BIR Form No. <b>1702-RT</b> January 2018(ENCS) Page 3</p>	<p><b>Annual Income Tax Return</b> Corporation, Partnership and Other Non-Individual Taxpayer Subject Only to <b>REGULAR Income Tax Rate</b></p>	 1702-RT 01/18ENCS P3
<p><b>Taxpayer Identification Number (TIN)</b> 008 - 212 - 351 - 000</p>		<p><b>Registered Name</b> GIGA MANAGEMENT AND CATERING SERVICES INC.</p>
<p><b>Schedule I - Ordinary Allowable Itemized Deductions (Attach additional sheet/s, if necessary)</b></p>		
1 Amortizations		0
2 Bad Debts		0
3 Charitable Contributions		0
4 Depletion		648,395
5 Depreciation		8,958
6 Entertainment, Amusement and Recreation		0
7 Fringe Benefits		0
8 Interest		0
9 Losses		0
10 Pension Trust		200,000
11 Rental		0
12 Research and Development		171,050
13 Salaries, Wages and Allowances		0
14 SSS, GSIS, Philhealth, HDMF and Other Contributions		25,912
15 Taxes and Licenses		100,150
16 Transportation and Travel		0
17 Others (Deductions Subject to Withholding Tax and Other Expenses) (Specify below. Add additional sheet/s, if necessary)		0
a Janitorial and Messengerial Services		0
b Professional Fees		0
c Security Services		185,180
d COMMUNICATIONS, LIGHT AND WATER		19,180
e SUPPLIES		15,150
f REPAIRS AND MAINTENANCE		1,850
g MISCELLANEOUS		0
h		0
i		0
18 Total Ordinary Allowable Itemized Deductions (Sum of Items 1 to 17) (To Part IV Item 34)		1,476,625
<p><b>Schedule II - Special Allowable Itemized Deductions (Attach additional sheet/s, if necessary)</b></p>		
Description	Legal Basis	Amount
1		0
2		0
3		0
4		0
5 Total Special Allowable Itemized Deductions (Sum of Items 1 to 4) (To Part IV Item 35)		0



BIR Form No. <b>1702-RT</b> January 2018 (ENCS) Page 4	<b>Annual Income Tax Return</b> Corporation, Partnership and Other Non-Individual Taxpayer Subject Only to <b>REGULAR Income Tax Rate</b>	 1702-RT 01/18ENCS P4
Taxpayer Identification Number (TIN) 008 - 212 - 351 - 000		Registered Name GIGA MANAGEMENT AND CATERING SERVICES INC.

Schedule III - Computation of Net Operating Loss Carry Over (NOLCO)	
1 Gross Income (From Part IV Item 33)	1,134,302
2 Less: Ordinary Allowable Itemized Deductions (From Part VI Schedule I Item 18)	1,476,625
3 Net Operating Loss (Item 1 Less Item 2) (To Schedule IIIA, Item 7A)	(342,323)

Schedule IIIA - Computation of Available Net Operating Loss Carry Over (NOLCO) (DO NOT enter Carried over 49 Carried over Loss drop down 50 or more round up)	
Net Operating Loss	B) NOLCO Applied Previous Year
Year Incurred	A) Amount
4 2023	342,323
5	0
6	0
7	0

Continuation of Schedule IIIA (Item numbers continue from table above)

C) NOLCO Expired	D) NOLCO Applied Current Year	E) Net Operating Loss (Unapplied) [E = A Less (B + C + D)]
4	0	342,323
5	0	0
6	0	0
7	0	0
8 Total NOLCO (Sum of Items 4D to 7D) (To Part IV, Item 36)	0	

Schedule IV - Computation of Minimum Corporate Income Tax (MCIT)			
Year	A) Normal Income Tax as adjusted	B) MCIT	C) Excess MCIT over Normal Income Tax
1	0	0	0
2	0	0	0
3	0	0	0

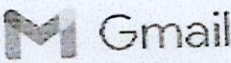
Continuation of Schedule IV (Item numbers continue from table above)

D) Excess MCIT Applied/Used in Previous Years	E) Expired Portion of Excess MCIT	F) Excess MCIT Applied this Current Taxable Year	G) Balance of Excess MCIT Allowable as Tax Credit for Successor Years [G = C Less (D + E + F)]
1	0	0	0
2	0	0	0
3	0	0	0
Total Excess MCIT Applied (Sum of Items 1F to 3F) (To Part IV Item 47)		0	

Schedule V - Reconciliation of Net Income per Books Against Taxable Income (attach additional sheet/s, if necessary)	
1 Net Income/Loss per books	(342,323)
Add: Non-deductible Expenses/Taxable Other Income	0
2	0
3	
4 Total (Sum of Items 1 to 3)	(342,323)
Less: A) Non-Taxable Income and Income Subjected to Final Tax	0
5	0
6	
B) Special Deductions	0
7	0
8	
9 Total (Sum of Items 5 to 8)	0
10 Net Taxable Income/(Loss) (Item 4 Less Item 9)	(342,323)





sheryl candava <giga.catering808@gmail.com>

**BIR Email Notification (eFiling of Tax Return)**

1 message

Wed, Mar 20, 2024 at 9:29 PM

no-reply@bir.gov.ph <no-reply@bir.gov.ph>  
To: giga.catering808@gmail.com

Good Day GIGA MANAGEMENT AND CATERING SERVICES INC.,

Thank you for filing your Return through eFPS.

This email indicates that the eFiled Return has been submitted to BIR, see below the summary details of your tax filing transaction for your reference. To ensure that the said transaction was successfully submitted, please inquire your eReturn Details through the eFPS Tax Inquiry.

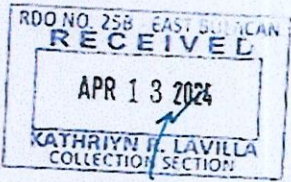
From,  
Bureau of Internal Revenue

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
BUREAU OF INTERNAL REVENUE

**FILING REFERENCE NO.**

TIN	: 008-212-351-000
Name	: GIGA MANAGEMENT AND CATERING SERVICES INC.
RDO	: 258
Form Type	: 1702
Reference No.	: 462400058794154
Amount Payable / (Over Remittance)	: 17015.00
Accounting Type	: C - Calendar
For Tax Period	: 12/31/2023
Date Filed	: 03/20/2024
Tax Type	: IT

\*\*\*PLEASE DO NOT REPLY TO THIS E-MAIL\*\*\*







Republika ng Pilipinas  
Kagawaran ng Pananalapi  
Kawanihan ng Rentas Internas

eFPS Payment Details

TIN : 008 - 212 - 351 - 000  
Name : GIGA MANAGEMENT AND CATERING SERVICES INC.  
Tax Period : 12/31/2023  
Reference Number : 462400058794154  
Tax Type : IT - Annual Income Tax Return (REGULAR)

Payment Transaction Number : 240655952  
Date : 04/08/2024  
Cash Amount Paid : 17,015.00  
Bank : 086000 - LBP

Origin	Bank Code	Amount	Number	Date	Status	Message	CBR BCS No.
Pending Online Confirmation	086000	17,015.00	-		Unknown	60 - Details of Payment were redirected to the corresponding Bank. Please verify with your Bank.	51318
Batch Confirmation	086000	17,015.00	CN040820241355231750	04/08/2024	Authorized	0 - Successful	51318
Batch Acknowledgment	086000	17,015.00	AN040820241355231750	04/08/2024	Authorized	0 - Successful	51318

Total Payments (Successful/Unsuccessful): 17,015.00  
Total Payments (Successful) : 17,015.00

Print Close





LANDBANK



ONLINE TAX PAYMENT SYSTEM

CONFIRMATION RECEIPT

Your account has been successfully debited with details as follows:

Transaction Date & Time	Apr 08, 2024 01:55 PM
TIN	008212351000
Taxpayer's Name	GIGA MANAGEMENT AND CATERING SERVICES INC.
Account Number	1621124842
Reference Number	462400058794154
Transaction Number	240655952
Amount Paid	17,015.00
Confirmation Number	00040820241355231750

To view your payments, click here

[ Help ]

<https://www.lbp-etps.com/EtaxLBP/PaymentInquiry>

Land Bank of the Philippines - Online Payment Inquiry

PAYMENT INQUIRY

TIN: 008-212-351-000

Taxpayer: GIGA MANAGEMENT AND CATERING SERVICES INC.

[ Help ]

Transaction Date:	From Date	Apr	▼	8	▼	2024	▼	To Date	Apr	▼	8	▼	2024	▼	SUBMIT	PRINT	CLOSE
Results: 1 Transaction(s)	Go bottom of page																
Date	Time	Acct No	Amount Paid (P)	Status	Confirmation No	Tr No.	Reference No	IDs	Mail								
2024-04-08	13:55	1621-1248-42	17,015.00	Confirmed	00040820241355231750	240655952	462400058794154	BG13	Email	Go top of page							

Results: 1 Transaction(s)

SCHEDULED PAYMENTS: 0 Transaction(s)

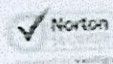
Tran Date	Time	Acct No	Amount to be Paid (P)	Payment Date	Confirmation No	Tr No.	Reference No	IDs
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Reminders:

All payments with status 'Acknowledged' are subject to the 11:30 PM cut-off time on a banking day. Payments received beyond the cut-off time shall be processed the following banking day. Please ensure funds from your LBP account are sufficient and cleared on payment date, otherwise, payment will not be processed and will be tagged as rejected transaction.

LANDBANK OF THE PHILIPPINES, Member of PNB and Bantay  
Electronic Tax Payment System Designed & Developed by Landbank. All Rights Reserved.

Terms and Conditions FAQs







REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FINANCE  
**BUREAU OF INTERNAL REVENUE**  
REVENUE REGIONAL OFFICE NO. 5 – CALOOCAN CITY  
QF-TCC-01-01-2023.00

TCBP NO. 05-25B-11-30-R1488-2023-M

# TAX CLEARANCE CERTIFICATE

(Pursuant to Executive Order No. 398)

## GIGA MANAGEMENT AND CATERING SERVICES INC.

Name of Taxpayer

128 ONYX DRIVE ST FRANCIS PANDAYAN 3020  
CITY OF MEYCAUAYAN BULACAN PHILIPPINES

Address

**008-212-351-000**

Taxpayer Identification Number


This is to certify that the above mentioned taxpayer is eligible for issuance of this Tax Clearance Certificate having satisfied all the criteria set forth by the BIR as of the date of this certification pursuant to Revenue Regulations No. 8-2016, as amended.

Tax liabilities recorded after the aforesaid dates or outside the jurisdiction of this Office are not covered by this tax clearance.

Issued this 30<sup>TH</sup> day of November 2023.

NOTE: THIS CERTIFICATE SHALL BE VALID AND EFFECTIVE FROM DATE OF ISSUE UNTIL NOVEMBER 30, 2024 ONLY OR UNTIL REVOKED FOR VIOLATION OF THE CRITERIA SPECIFIED UNDER REVENUE REGULATIONS NO. 8-2016, AS AMENDED AND REVENUE MEMORANDUM ORDER NO. 46 - 2018, WHICHEVER COMES EARLIER. THIS SHALL NOT BE USED ON SALES/TRANSFER OF REAL PROPERTIES. CERTIFICATION FEE OF P100 WAS PAID ON NOVEMBER 02, 2023 UNDER EFPS PAYMENT TRANSACTION NO. 236962638. ANY ERASURE MADE ON THIS TCC SHALL RENDER IT NULL AND VOID.



  
**LUISA M. LABAD**  
Asst. Chief, Collection Division



**WARNING:** Counterfeiting is punishable by law. For authenticity, please visit BIR website [www.bir.gov.ph/index.php/tax-clearance/released-tax-clearance.html](http://www.bir.gov.ph/index.php/tax-clearance/released-tax-clearance.html). Tax Clearance Certificate (for bidding purposes) not listed/posted herein will be deemed to have originated from an illegal source.





REPUBLIC OF THE PHILIPPINES  
**SECURITIES AND EXCHANGE COMMISSION**  
SEC Building, EDSA, Greenhills  
City of Mandaluyong, Metro Manila

COMPANY REG. NO. CS201202305

COMPANY TIN 008-212-351

## CERTIFICATE OF INCORPORATION

KNOW ALL PERSONS BY THESE PRESENTS:

This is to certify that the Articles of Incorporation and By-Laws of

**GIGA MANAGEMENT AND CATERING SERVICES INC.**

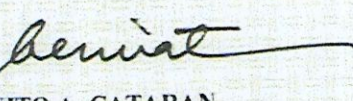
were duly approved by the Commission on this date upon the issuance of this Certificate of Incorporation in accordance with the Corporation Code of the Philippines (Batas Pambansa Blg.68), and copies of said Articles and By-Laws are hereto attached.

This Certificate grants juridical personality to the corporation but does not authorize it to undertake business activities requiring a Secondary License from this Commission such as, but not limited to acting as: broker or dealer in securities, government securities eligible dealer (GSED), investment adviser of an investment company, close-end or open-end investment company, investment house, transfer agent, commodity/financial futures exchange/broker/merchant, financing company, pre-need plan issuer, general agent in pre-need plans and time shares/club shares/membership certificates issuers or selling agents thereof. Neither does this Certificate constitute as permit to undertake activities for which other government agencies require a license or permit.

As a registered corporation, it shall submit annually to this Commission the reports indicated at the back of this certificate.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of this Commission to be affixed at Mandaluyong City, Metro Manila, Philippines, this 9<sup>th</sup> day of February, Twenty Twelve.



  
**BENITO A. CATARAN**  
Director

Company Registration and Monitoring Department





**LEASE OF VENUE WITH MEALS AND ACCOMMODATION AND VEHICLE RENTAL FOR THE GAD WORKSHOP  
AND TEAM BUILDING OF THE THREE (3) CAMPUSES OF MinSU**  
Name of Project

**BAC Resolution Recommending Approval  
Resolution No. 229, s. 2024**

**WHEREAS**, the Mindoro State University (MinSU), through its Bids and Awards Committee (BAC), intends to undertake the procurement for the **"Lease of Venue with Meals and Accommodation and Vehicle Rental for the GAD Workshop and Team Building of the Three (3) Campuses of MinSU"**, with an Approved Budget for the Contract (ABC) in the amount of **Php 972,750.00**, which is allocated as follows:

Particulars	Sub-ABC Amount
Lot 1 – Lease of Venue with Meals and Accommodation	Php822,750.00
Lot 2- Vehicle Rental	Php150,000.00

**WHEREAS**, upon detailed evaluation of the two (2) lots, it has been determined that it was governed by different procurement modalities under the Implementing Rules and Regulations (IRR) of Republic Act No. 9184;

**WHEREAS**, Lot 1 pertains to the lease of real property and venue for official use, which is classified under Section 53.10 of the IRR of RA 9184 (Negotiated Procurement – Lease of Real Property / Venue);

**WHEREAS**, Lot 2 involves the procurement of goods and services for vehicle rental, which is classified under Section 53.9 of the IRR of RA 9184 (Small Value Procurement);

**WHEREAS**, the aforementioned terms substantiate the justification for posting the two (2) lots separately, and clarify that such posting does not constitute contract splitting in violation of procurement regulations;

**WHEREAS**, in accordance with the aforementioned distinctions, the BAC Secretariat shall initiate the posting for the procurement of each lot separately, reflecting the corresponding procurement modality for each lot;

**NOW, THEREFORE, BE IT RESOLVED**, that the BAC hereby recommends to the Head of the Procuring Entity the approval of the following actions related to the project **"Lease of Venue with Meals and Accommodation and Vehicle Rental for the GAD Workshop and Team Building of the Three (3) Campuses of MinSU"**:

- Lot 1 shall be posted under **Negotiated Procurement** as per Section 53.10 of the IRR of RA 9184 (Lease of Real Property / Venue) and;
- Lot 2 shall be posted under **Negotiated Procurement** as per Section 53.9 of the IRR of RA 9184 (Small Value Procurement).

**RESOLVED**, this 11<sup>th</sup> day of November, 2024 at MinSU-Main Campus, Alcate, Victoria, Oriental Mindoro.

Engr. **MARK LESTER A. MAGPANTAY**  
BAC Vice-Chairperson

**FRANIE M. AFABLE, DBMHM**  
BAC Member

**CIEDELLE P. SALAZAR, J.D., Ph.D**  
BAC Chairperson

**ATTY. SHERLYN A. LAYESA**  
BAC Member

**MELGAR G. FADRIQUELAN**  
BAC Member

[ ] Approved / [ ] Disapproved

**ENYA MARIE D. APOSTOL, Ph.D.**  
SUC President III

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





**LEASE OF VENUE WITH MEALS AND ACCOMMODATION AND VEHICLE RENTAL FOR THE GAD WORKSHOP  
AND TEAM BUILDING OF THE THREE (3) CAMPUSES OF MinSU**  
Name of Project

**BAC Resolution Recommending Approval  
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BAC Vice Chairperson

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BAC Chairperson

**ATTY. SHERLYN A. LAYESA**  
BAC Member

**MELGAR G. FADRIQUELAN**  
BAC Member

[ ] Approved / [ ] Disapproved

**ENYA MARIE D. APOSTOL, Ph.D.**  
SUC President III

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



Standard Form Number: SF-GOOD-01  
Revised on: May 24, 2004

**APPROVED BUDGET FOR THE CONTRACT (ABC)**  
**Lease of Venue with Meals & Accommodation and Vehicle Rental for the GAD Workshop and Team Building of the Three (3) Campuses of MinSU**  
**Alcate, Victoria, Oriental Mindoro**  
Project Name and Location

Stations: Mindoro State University

Length:

Contract Duration:

Stations: Mindoro State University

Length:

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	CURRENT MARKET PRICE	TOTAL COST	VAT, OTHER TAXES AND/OR DUTIES APPLICABLE	FREIGHT & INSURANCE	OTHER INDIRECT COSTS	OTHER COST FACTORS				TOTAL COST	UNIT COST
									INFLATION, CURRENCY		VALUE			
									%		%			
									(10)	(11)	(12)	(13)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(5)X(9)	(11)	(12)	(10%[(5)+(10)]	(11) / (3)
	Lot 1-Lease of Venue with Meals and Accommodation				-									
	Venue Halls				-									
1	December 2, 2024, 8:00 AM-5:00PM													
2	Big Function Room	1	room	55,000.00	55,000.00									
3	Small Function Hall	1	room	6,500.00	6,500.00									
	Big Function Hall				-									
4	December 3, 2024, 8:00 AM-1:00PM	1	room	30,000.00	30,000.00									
	Accommodation				-									
5	Superior Rooms @ 16 pax	96	room	550.00	52,800.00									
6	2 Studio Unit @ 4 pax	4	room	550.00	2,200.00									
7	47 Rooms @ 4 pax	189	room	550.00	103,950.00									
8	6 Rooms @ 6 pax	36	room	550.00	19,800.00									
	Meals				-									
	Day 1				-									
9	AM Snack-( Juice, Tuna & Lettuce Sandwich)	325	Pax	150.00	48,750.00									
10	Lunch (Pork Caldereta, Fish, Sinigang, Lumpia, Rice, Sliced Pineapple, Softdrinks)	325	Pax	500.00	162,500.00									
11	Snack- (Spaghetti Bolognese, Garlic Bread, Juice)	325	Pax	150.00	48,750.00									
	Dinner- Pork Menudo, Sweet & Sour Fish Fillet, Tomato& Cucumber Salad, Nilaga Soup, Rice,Fruits, Softdrinks)	325	Pax	500.00	162,500.00									
12	Day 2				-									
13	Breakfast-(Rice, Fried Egg, Banana, Macaroni Soup, Pandesal, Coffee)	325	Pax	250.00	81,250.00									









Republic of the Philippines  
**MINDORO STATE UNIVERSITY**  
Main Campus  
Alcate, Victoria, Oriental Mindoro  
**JOB ORDER REQUEST**



JOR #: J024 -10 - 004  
Date:

Unit	WORK REQUESTED/ DESCRIPTION OF WORK	Qty	Amount	REMARKS TOTAL
room room room	<b>Lot 1-Venue Hall Rental</b> December 2, 2024, 8:00 AM-5:00PM			
	Big Function Room	1	55,000.00	55,000.00
	Small Function Hall	1	6,500.00	6,500.00
room	<b>Lot 2 Big Function Hall</b> December 3, 2024, 8:00 AM-1:00PM	1	30,000.00	30,000.00
room	<b>Lot 3-Accommodation</b> Superior Rooms @ 16 pax	96	550.00	52,800.00
room	2 Studio Unit @ 4 pax	4	550.00	2,200.00
room	47 Rooms @ 4 pax	189	550.00	103,950.00
room	6 Rooms @ 6 pax	36	550.00	19,800.00
Pax Pax Pax Pax Pax Pax Pax	<b>Lot 3 Meals</b> <b>Day 1</b>			
	AM Snack-( Juice, Tuna & Lettuce Sandwich)	325	150.00	48,750.00
	Lunch (Pork Caldereta, Fish, Sinigang, Lumpia, Rice, Sliced Pineapple, Softdrinks)	325	500.00	162,500.00
	Snack- (Spaghetti Bolognese, Garlic Bread, Juice)	325	150.00	48,750.00
	Dinner- Pork Menudo, Sweet & Sour Fish Fillet, Tomato& Cucumber Salad, Nilaga Soup, Rice,Fruits, Softdrinks)	325	500.00	162,500.00
	<b>Day 2</b>			
	Breakfast-(Rice, Fried Egg, Banana, Macaroni Soup, Pandesal, Coffee)	325	250.00	81,250.00
	Am Snack- Chocolate Croissant, Bottled Juice)	325	150.00	48,750.00
	<b>Lot 4- Transportation</b>			
	MMC - 3 Hired Van	45	600.00	27,000.00
Lot	MBC - 6 Hired Van	80	850.00	68,000.00
Lot	MCC - 7 Hired Van	110	500.00	55,000.00
	<b>GRAND TOTAL</b>			972,750.00
Purpose: Synergizing Gender Equality & Leadership: Workshop and Capability Building (3 Campuses)				
Requested by:  MARIA MAJORIE M. CASTILLO,RN,MAN WGAD Director		Recommending Approval:  JOELENE C. LEYNES VP for Administration and Finance		Approved by:  ENYA MARIE D. APOSTOL, Ph.D. SUC President III

MDS -14- 7  
101-200 -08-1035 A



## Appendix C

### TABLE OF RATING FACTORS FOR LEASE OF VENUE

	RATING FACTORS	WEIGHT (%)	RATING
I.	Availability	100	100
II	Location and Site Condition		
	1. Accessibility	(50)	50
	2. Parking space	(50)	40
		100	90
III.	Neighborhood Data		
	1. Sanitation and health condition	(25)	25
	2. Police and fire station	(25)	23
	3. Restaurant	(25)	23
	4. Banking and Postal	(25)	23
		100	94
IV.	Venue		
	a. Structural condition	(20)	20
	b. Functionality		
	a. Conference Rooms	(10)	10
	b. Room arrangement (e.g., single, double, etc.)	(5)	5
	c. Light, ventilation, and air conditioning	(5)	5
	d. Space requirements	(5)	5
	c. Facilities		
	a. Water supply and toilet	(4)	4
	b. Lighting system	(5)	5
	c. Elevators	(4)	2
	d. Fire escapes	(4)	3
	e. Fire fighting equipment	(4)	4
	f. Internet and Telecommunications	(4)	4
	g. Audio visual equipment	(5)	4
	d. Other requirements		
	a. Maintenance	(5)	5
	b. Attractiveness	(5)	5
	c. Security	(5)	5
	e. Catering Services	(5)	5
	f. Client's satisfactory rating	(5)	5
		100	96

TAMARAW BEACH RESORT



	RATING FACTORS	WEIGHT (%)	RATING
I.	Availability	X (.5) =	50
II.	Location and Site Condition	X (.1) =	9.0
III.	Neighborhood Data	X (.05) =	4.7
IV.	Venue	X (.35) =	33.6
FACTOR VALUE			98.1

**Note:** Weight of each rating factor may be changed as long as total weight per classification is equivalent to 100. Figures in parenthesis are samples. Procuring entity must determine passing rate before inviting bids from Lessors. A bid is determined to be responsive if it is equal to or higher than the passing rate.

TAMPARAW BEACH RESORT

Table of Rating Factors for Lease of Venue



## Appendix C

### TABLE OF RATING FACTORS FOR LEASE OF VENUE

	RATING FACTORS	WEIGHT (%)	RATING
I.	Availability	100	95
II	Location and Site Condition		
	1. Accessibility	(50)	45
	2. Parking space	(50)	45
		100	90
III.	Neighborhood Data		
	1. Sanitation and health condition	(25)	24
	2. Police and fire station	(25)	24
	3. Restaurant	(25)	24
	4. Banking and Postal	(25)	22
		100	94
IV.	Venue		
	a. Structural condition	(20)	19
	b. Functionality		
	a. Conference Rooms	(10)	7
	b. Room arrangement (e.g., single, double, etc.)	(5)	3
	c. Light, ventilation, and air conditioning	(5)	5
	d. Space requirements	(5)	3
	c. Facilities		
	a. Water supply and toilet	(4)	4
	b. Lighting system	(5)	5
	c. Elevators	(4)	2
	d. Fire escapes	(4)	3
	e. Fire fighting equipment	(4)	4
	f. Internet and Telecommunications	(4)	4
	g. Audio visual equipment	(5)	3
	d. Other requirements		
	a. Maintenance	(5)	5
	b. Attractiveness	(5)	5
	c. Security	(5)	5
	e. Catering Services	(5)	5
	f. Client's satisfactory rating	(5)	4
		100	86

APARTLE DE FRANCESCA



	RATING FACTORS	WEIGHT (%)	RATING
I.	Availability	X (.5) =	47.5
II.	Location and Site Condition	X (.1) =	9
III.	Neighborhood Data	X (.05) =	4.7
IV.	Venue	X (.35) =	30.1
FACTOR VALUE			91.3

**Note:** Weight of each rating factor may be changed as long as total weight per classification is equivalent to 100. Figures in parenthesis are samples. Procuring entity must determine passing rate before inviting bids from Lessors. A bid is determined to be responsive if it is equal to or higher than the passing rate.



## Appendix C

### TABLE OF RATING FACTORS FOR LEASE OF VENUE

	RATING FACTORS	WEIGHT (%)	RATING
I.	Availability	100	90
II	Location and Site Condition		
	1. Accessibility	(50)	45
	2. Parking space	(50)	45
		100	90
III.	Neighborhood Data		
	1. Sanitation and health condition	(25)	24
	2. Police and fire station	(25)	23
	3. Restaurant	(25)	23
	4. Banking and Postal	(25)	22
		100	92
IV.	Venue		
	a. Structural condition	(20)	18
	b. Functionality		
	a. Conference Rooms	(10)	8
	b. Room arrangement (e.g., single, double, etc.)	(5)	4
	c. Light, ventilation, and air conditioning	(5)	4
	d. Space requirements	(5)	4
	c. Facilities		
	a. Water supply and toilet	(4)	3
	b. Lighting system	(5)	4
	c. Elevators	(4)	2
	d. Fire escapes	(4)	4
	e. Fire fighting equipment	(4)	3
	f. Internet and Telecommunications	(4)	3
	g. Audio visual equipment	(5)	4
	d. Other requirements		
	a. Maintenance	(5)	4
	b. Attractiveness	(5)	5
	c. Security	(5)	4
	e. Catering Services	(5)	4
	f. Client's satisfactory rating	(5)	4
		100	82

WHITE BEACH RESORT



	RATING FACTORS	WEIGHT (%)	RATING
		X (.5) =	45
I.	Availability	X (.1) =	9
II.	Location and Site Condition	X (.05) =	4.6
III.	Neighborhood Data	X (.35) =	28.7
IV.	Venue		87.3
	FACTOR VALUE		

**Note:** Weight of each rating factor may be changed as long as total weight per classification is equivalent to 100. Figures in parenthesis are samples. Procuring entity must determine passing rate before inviting bids from Lessors. A bid is determined to be responsive if it is equal to or higher than the passing rate.

WHITE BEACH RESORT

Table of Rating Factors for Lease of Venue

page 15 of 15





October 28, 2024

**DR. ENYA MARIE D. APOSTOL**  
SUC President III, Mindoro State University  
Alcate, Victoria, Oriental Mindoro

Mindoro State University  
**RECEIVED**  
RECORDS OFFICE

BY: \_\_\_\_\_  
DATE: 10/29/24  
TIME: 4:55  
CONTROL #: 2517

Dear President Apostol,

Warmest Greetings!

I am writing to request your kind approval for a change of date for the GAD capability building, which was initially scheduled to be held on September 26-27, 2024. Due to the ongoing procurement process, including PhilGEPS posting and the awarding of contracts, there have been delays that affect the timely acquisition and coordination of the necessary supplies and services for the program.

In light of this, we respectfully propose to reschedule the event to December 2-3, 2024. This additional time will allow us to complete the procurement process and ensure that all needed supplies and services are properly acquired and coordinated in compliance with government procurement regulations and university policies.

We apologize for any inconvenience this may cause and would appreciate your understanding and favourable consideration of this request. Should you require any further information, please feel free to contact me.

Thank you very much for your continued support.

Very truly yours,

**MARIA MAJORIE M. CASTILLO, RN, MAN**  
Director, Women, Gender and Development

Approved:

**ENYA MARIE D. APOSTOL, Ph.D.**  
SUC President III





**PROPOSED TITLE :** Synergizing Gender Equality and Leadership: Workshop and Capability Building for Officials and Faculty"

**PARTICIPANTS :** Key Officials, Faculty Members, Finance Unit, SAO, HR, Legal Officer, Information Officer, Medical Representative, and GAD Secretariat in the three Campuses of MinSU

**PROPOSED DATES:** December 2-3, 2024

**BUDGETARY ESTIMATES:** Php 1, 266,450.00

**SOURCE OF FUND:** GAA

**No. of Participants :** 325

#### **RATIONALE:**

A GAD plan and budget ensure that gender considerations are systematically integrated into all aspects of planning and resource allocation. This promotes equal opportunities and outcomes for women, men, girls, and boys in various sectors such as education, health, employment, and governance. By explicitly addressing gender disparities through targeted interventions and strategies, a GAD plan and budget can help reduce inequalities and barriers that hinder women's participation and access to resources and opportunities. Conducting workshops focused on gender mainstreaming helps raise awareness among participants about the importance of integrating gender perspectives into policies, programs, and projects. It provides a platform to discuss gender stereotypes, biases, and their impact on development outcomes.

On the other hand, the proposed capability building activities create opportunities for team members to bond, build trust, and strengthen relationships. This is crucial for fostering a supportive and inclusive work environment where all team members feel valued and respected, regardless of gender.

#### **OBJECTIVES**

This workshop and capability building activity aims to achieve the following:

1. To effectively integrate gender perspectives into policies, programs, and projects, thereby promoting gender equality and women's empowerment.
2. To integrate gender considerations systematically into the planning and budgeting processes at all levels, ensuring equitable resource allocation and addressing the diverse needs of women, men, girls, and boys as well as the LGBTQ members
3. To empower 55-year-old as advocates of gender sensitivity through workshops on equality and respectful communication.
4. To empower LGBTQ members to lead gender-sensitive games in the GAD activity, enhancing their leadership and facilitation skills.
5. To establish and institutionalize a Gender and Development (GAD) database within organizational and governmental frameworks to centralize gender-disaggregated data, indicators, and outcomes.
5. To foster a culture of inclusivity and respect, celebrating the diversity of perspectives and experiences.

#### **SPEAKER/FACILITATORS**

1. Atty. Sherlyn A. Layesa - MinSU (For all participants)  
Topic: Safe Spaces Act/RA11313
2. Ms. Ellaine Diomampo - PCW GAD Resource Pool (For Key Officials)  
Topic: GAD Planning, Budgeting and Workshop
3. Ms. Lovelyn Lasac-Chen - CHED MIMAROPA (For Faculty)  
Topic: Gender Equality, Diversity and Inclusivity





PROPOSED ACTIVITIES

First Day (December 2, 2024)

Morning

- Opening Program
- Orientation on Safe Spaces Act or RA 11313
- Seminar on Gender Equality, Diversity and Inclusivity

Afternoon

- GAD Planning and Budgeting - orientation, discussion, workshop and presentation of outputs
- Presentation of Mr. and Ms. GAD

Second day (December 3, 2024)

Morning

- Morning Exercise / Zumba Contest
- Bench Cheering
- Team Building Activities

PROPOSED BUDGET

An amount of **PhP 1, 267,450.00** will be allotted for the conduct of the said activity, specifically for the food, accommodation, transportation, honorarium for speakers/facilitators, and other expenses.

BUDGETARY REQUIREMENT:

A. Projected Funds

Sources of Funds	Items	Unit Cost	Total
GAA	<b>Function Room (2 days @ 325 pax)</b>		
	<b>December 2, 2024</b>		
	Big Function Room 8:00am -12:00pm (for morning program and seminar - Key Officials & Faculty Members) 1:00-5:00pm –Key Officials and Finance Unit	55,000.00	55,000.00
	Presentation of Mr. & Ms. GAD	6,500.00	6,500.00
	<b>December 3, 2024</b>		
	Big Function Room (9:00am-1:00pm - All Participants Team Building	30,000.00	30,000.00
		Total	<b>Php 91, 500.00</b>





	<b>Accommodation (1 night) (325 pax)</b>  16 Superior Rooms @ 16 pax 2 Studio Unit @ 4 pax 47 Rooms x 4 pax 6 rooms x 6 pax	550.00/head *96 550.00/head *4 550 / head * 189 550.00/ *36	52,800.00 2,200.00 103,950.00 19,800.00
		Total	<b>Php 178,750.00</b>
	<b>Meals: 1 and 1/2 day @ 325 pax</b>  1 Breakfast 2 AM Snacks 2 Lunch 1 PM Snacks 1 Dinner	250/head * 325 300/head * 325 1,000/head* 325 150/head* 325 500/head * 325	81,250.00 97,500.00 325,000.00 48,750.00 162,500.00
		Total	<b>Php 715,000.00</b>
	<b>Training Kit</b>  (Bags, Ballpen, small notebook, Pencil, Bond paper long pack (20 pcs)	150*315	47,250.00
		Total	<b>Php 47, 250.00</b>
	<b>Transportation</b>  MMC - 3 hired van MBC - 6 hired van MCC - 7 hired van	600/head*45 850/head*80 500/head* 110	27,000.00 68,000.00 55,000.00
			<b>Php 150,000.00</b>
	<b>Resource Speaker's Honorarium</b>  <b>Day 1 – December 2, 2024</b>  2nd Speaker - CHED (Seminar for Faculty)  3rd Speaker - PCW (Training/ Workshop @ 1:00pm-5:00pm for Key Officials)	6,000.00  12,000.00	6,000.00  12,000.00
			<b>Php 18,000.00</b>





	<b>Tarpaulin</b>  (4ft x8ft) (2ftx3ft)	  25.00 25.00	  800.00 150.00
		Total	<b>Php 950.00</b>
	<b>Awards &amp; Prizes</b>  Trophy, Crowns, Sash  Cash Prize: Mr. & Ms. GAD (Faculty Category)  Bench Cheering (1 group per campus)  Raffle	    3,000,2000,1000 (1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> )    3,000,2,000, 1000 (1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> )	    4,000.00  12,000.00   6.000.00  10,000.00
		Total	<b>Php 32, 000.00</b>
Contingency Fund			<b>Php 33,000.00</b>
<b>Grand Total</b>			<b>Php 1,266,450.00</b>





## MARKETING ANALYSIS

### RATIONALE:

A GAD plan and budget ensure that gender considerations are systematically integrated into all aspects of planning and resource allocation. This promotes equal opportunities and outcomes for women, men, girls, and boys in various sectors such as education, health, employment, and governance. By explicitly addressing gender disparities through targeted interventions and strategies, a GAD plan and budget can help reduce inequalities and barriers that hinder women's participation and access to resources and opportunities. Conducting workshops focused on gender mainstreaming helps raise awareness among participants about the importance of integrating gender perspectives into policies, programs, and projects. It provides a platform to discuss gender stereotypes, biases, and their impact on development outcomes.

On the other hand, the proposed team-building activities create opportunities for team members to bond, build trust, and strengthen relationships. This is crucial for fostering a supportive and inclusive work environment where all team members feel valued and respected, regardless of gender.

### OBJECTIVES

This workshop and capability building activity aims to achieve the following:

1. To effectively integrate gender perspectives into policies, programs, and projects, thereby promoting gender equality and women's empowerment.
2. To integrate gender considerations systematically into the planning and budgeting processes at all levels, ensuring equitable resource allocation and addressing the diverse needs of women, men, girls, and boys as well as the LGBTQ members
3. To empower 55-year-old as advocates of gender sensitivity through workshops on equality and respectful communication.
4. To empower LGBTQ members to lead gender-sensitive games in the GAD activity, enhancing their leadership and facilitation skills.
5. To conduct comprehensive gender analyses and assessments to identify disparities, barriers, and differential impacts of policies, programs, or projects on different genders, informing targeted interventions and promoting inclusive development.
6. To foster a culture of inclusivity and respect, celebrating the diversity of perspectives and experiences.

PARTICULARS	Number of Participants	Date	GIGA MANAGEMENT & CATERING SERVICES INC. AND MESH ADVENTURE AND BEACH RESORT SERVICES INC.	FRANCESCA RESORTS & HOTEL INC.	WHITE BEACH LODGE
AM Snacks	325	December 2, 2024	150.00	180.00	160.00
Buffet Lunch	325	December 2, 2024	500.00	650.00	550.00
PM Snacks	325	December 2, 2024	150.00	180.00	160.00
Buffet Dinner	325	December 2, 2024	500.00	650.00	550.00
Breakfast	325	December 3, 2024	250.00	280.00	260.00
AM Snacks	325	December 3, 2024	150.00	180.00	160.00
Buffet Lunch	325	December 3, 2024	500.00	650.00	550.00
			325*1,300=422,500	325*1,660=539,500	325*1,420 = 461,500.00
			325*900=292,500	325*1,110.00 = 360,750.00	325*970 = 315,250





Room Accommodation		December 2, 2024	550.00/pax/night =178, 750.00	750.00/pax/night =243, 750.00	650.00/pax/night =211,250.00
Seminar Hall		December 2, 2024	55,000.00/day	60,000.00/day	55,000.00/day
TOTAL			985,250.00	1,234,000.00	1,078,000.00

Prepared by:

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Approved:

ENYA MARIE D. APOSTOL, Ph.D.  
SUC President III