



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

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**NOTICE TO PROCEED**

February 25, 2026

**The Management**

**MARZON HOTEL**

Quezon Ave., Pob., Kalibo, Aklan

Greetings:

The herein attached Contract having been duly approved, notice is hereby given to **MARZON HOTEL** that goods may be delivered on the Procurement Project titled **LEASE OF REAL PROPERTY AND VENUE WITH LODGING AND CATERING SERVICES FOR THE CONDUCT OF FEBRUARY 2026 REGIONAL MANAGEMENT COMMITTEE (RMANCOM) MEETING** effective from receipt of this notice.

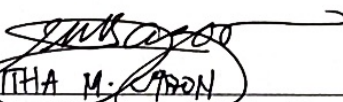
Upon receipt of this notice, you are responsible for performing the services provided under the terms and conditions of the Agreement and in accordance with the Implementation Schedule.

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 Department of Education - Schools Division of Aklan.

Very truly yours,

**FELICIANO C. BUENAFE JR., CESO VI**  
Schools Division Superintendent  
Head of Procuring Entity

Notice accepted by:

  
**EDITHA M. ARON**  
(Name and Signature of Bidder/Representative)

**MARZON HOTEL (Supplier)**

Date: Feb. 25, 2026

Time: 1:30 PM

**PURCHASE ORDER**

Department of Education - Schools Division of Aklan (DepEd - SDO Aklan)

Procuring Entity Name

Supplier: **MARZON HOTEL**

PO No. **2026-02-013**

Address:

Date: **25 FEB 2026**

TIN:

Mode of Procurement: **Sec. 35.9-NP-Lease of Real Property & Venue**

Gentlemen:

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

Place of Delivery: \_\_\_\_\_

Delivery Term: **Upon perfection of documents**

Date of Delivery: \_\_\_\_\_

Payment Term: **Please see conditions below.**

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Total Cost
	Package	<p><b>LEASE OF REAL PROPERTY AND VENUE WITH LODGING AND CATERING SERVICES FOR THE CONDUCT OF FEBRUARY 2026 REGIONAL MANAGEMENT COMMITTEE (RMANCOM) MEETING</b></p> <p><b>PROJECT NO: <a href="#">DepEd-Aklan-LRP-015-2026</a></b></p> <p><b>Meals and Refreshments:</b>  <b>Day 0 – February 26, 2026 (PM Snacks, Dinner, and Lodging) for 55 pax</b>                      -Plated PM Snacks with Beverage                      -Assisted Buffet Dinner with Beverage</p> <p><b>Meals for Additional Staff for Decors – February 26, 2026 (Lunch and PM Snacks) for 5 pax</b>                      -Assisted Buffet Lunch with Beverage                      -Plated PM Snacks with Beverage</p> <p><b>Day 1 – February 27, 2026 (Breakfast, AM Snacks, Lunch, PM Snacks, Dinner, and Lodging) for 55 pax</b>                      -Buffet Breakfast                      -Plated AM Snacks with Beverage                      -Assisted Buffet Lunch with Beverage                      -Plated PM Snacks with Beverage                      -Assisted Buffet Dinner with Beverage</p> <p><b>Meals for Performers for Preliminaries – February 27, 2026 (AM Snacks and Lunch) for 15 pax</b>                      -Plated AM Snacks with Beverage                      -Assisted Buffet Lunch with Beverage</p> <p><b>Day 2 – February 28, 2026 (Breakfast, AM Snacks, and Lunch) for 55 Pax</b>                      -Buffet Breakfast                      -Plated AM Snacks with Beverage                      -Assisted Buffet Lunch with Beverage</p> <p><b>Day 2 – February 28, 2026 (Breakfast, AM Snacks, and Lunch) for 55 Pax</b>                      -Buffet Breakfast                      -Plated AM Snacks with Beverage                      -Assisted Buffet Lunch with Beverage</p>	1	292,500.00	<b>292,500.00</b>

## PURCHASE ORDER

Department of Education - Schools Division of Aklan (DepEd - SDO Aklan)

Procuring Entity Name

Supplier: **MARZON HOTEL**

PO No.

Address:

Date:

TIN:

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Date of Delivery: \_\_\_\_\_

Payment Term: **Please see conditions below.**

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Total Cost
		<p><b>Meals for Additional Staff for Decoration Clean-up - February 28, 2026 (Lunch and PM Snacks) for 5 pax</b></p> <p>-Assisted Buffet Lunch with Beverage -Plated PM Snacks with Beverage</p> <p><b>Additional Notes:</b></p> <p>a. Menu choice for meals, snacks, and pica-pica (chips/nuts) must be submitted for approval within three (3) working days upon receipt of Purchase Order (PO)</p> <p>b. Lunch and Dinner assisted buffet with course selection. It should include salas, soup, dessert, beverage, at least two (2) variants of meat, and one (1) variant of vegetable</p> <p>c. Flowing or unlimited coffee and chocolate drink for the whole duration of the activity, free of charge</p> <p>d. Ensure that vegetarian, halal, and allergen-free meal options are available upon request without any additional costs</p> <p>e. Serving time of meals and refreshments to be coordinated by the end-user</p> <p>f. With dedicated waiters to assist with food service, replenishment, and table clearing</p> <p>g. With provision of biodegradable takeout boxes or containers upon request, free of charge</p> <p><b>Location of Venue:</b> Venue must be within Kalibo, Aklan</p> <p><b>Accessibility and Inclusivity:</b></p> <ul style="list-style-type: none"> <li>· Venue must be accessible to all participants, including PWDs, and with elevators especially for venues located on the second or higher floors</li> <li>· With provision for reserved parking, free of charge, for three (3) days</li> </ul>			

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Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Total Cost
		<p><b>Fortuitous Events:</b></p> <p>In case of any fortuitous events, rescheduling shall be allowed without any additional cost, within two (2) months from the original date, subject to the availability of the hotel.</p> <p><b>Venue:</b></p> <p>a. Must be available for the whole duration of the event (February 26 to 28, 2026)</p> <p>b. Airconditioned session hall to accommodate at least 70 pax for the whole duration of the activity</p> <p>c. Tables with tablecloth and chairs to accommodate all pax as seated</p> <p>d. High-speed internet connectivity (WiFi), minimum of 50Mbps in the session and sleeping area and/or higher dedicated connection to ensure zero intermittent connection</p> <p>e. With clean and well-maintained comfort rooms located near or adjacent to the function hall</p> <p>f. Readily available and functional projector, projector screen, and extension cords</p> <p>g. Must provide working table (at least 2) for the staff</p> <p>h. Readily available and functional sound system with 3 wireless microphones free of charge</p> <p>i. Must provide unlimited drinking water (hot and cold)</p> <p>j. Stand-by operator/IT/ Technical Staff and Food Attendants</p>			

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PO No. **2026-02-013**

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		<b>Accommodation:</b> a. Air-conditioned bedrooms  b. One (1) room must be good for a maximum of 3-4 persons  c. Individual beds and beddings  d. With clean and well-maintained bathrooms with sufficient water supply, handwashing soap, bathroom tissue, and other amenities (clean towels, etc.)  <b>LED Wall:</b> Rental of LED Wall for 2 days			
<b>TOTAL AMOUNT IN WORDS</b>		<b>TWO HUNDRED NINETY-TWO THOUSAND FIVE HUNDRED PESOS ONLY</b>		<b>TOTAL AMOUNT IN FIGURES</b>	<b>P292,500.00</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 (0.1%) shall be imposed per day of delay on the undelivered item/s. The DepEd - SDO Aklan may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Contract may be terminated, in whole or in part, at anytime for the convenience of the Government upon thirty (30) days' written notice, if determined the existence of conditions make the project implementation economically, financially or technically impractical and/or necessary, such as, but not limited to, fortuitous event/s or changes in law, and national government policies.

Any dispute, difference, or claim arising out of or relating to this Contract, including its existence, validity, interpretation, breach, or termination thereof, may be submitted to arbitration or other form of alternative dispute resolution in accordance with the applicable law, such as Republic Act No. 9285 (Alternative Dispute Resolution Act of 2004) or Executive Order No 1008, series 1985 (Construction Industry Arbitration Law).

Conforme:

  
 \_\_\_\_\_  
 Signature over Printed Name of the Supplier

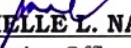
Feb. 25, 2026 / 1:30 PM  
 Date and Time

Very truly yours,

  
**FELICIANO C. BUENAFE JR. CESO VI**  
 Schools Division Superintendent

Fund Cluster:

Funds Available: **As to Allotment**

  
**ANN RAYSHELLE L. NADUA**  
 Administrative Officer V  
 Budget Officer III

**021011012026 0.2 = 44.1**  
 ORS No:  
 Date: **25 FEB 2026**  
 Amount: **P292,500.00**