



Bases Conversion and Development Authority

26 May 2010

MS. DELIA D. GAURAN

Senior Marketing Officer
South East Asia Speakers and Trainers Bureau, Inc.
4/F Rural Press Bldg., Tolentino cor. Balabac Sts.
Brgy. Pinagkaisahan, Makati City

Dear **Ms. Gauran:**

We are pleased to inform you that the consultancy services for the Design and Execution of the "Seminar-Workshop on Writing in the BCDA Workplace" is hereby awarded to South East Asia Speakers and Trainers Bureau, Inc. as the consultant with the Highest Rated Offer.

The contract shall be for the two-day training on business and technical writing for twenty five (25) BCDA employees to be held at the BCDA Corporate Center in Taguig City, wherein South East Asia Speakers and Trainers Bureau, Inc. will be paid **EIGHTY ONE THOUSAND TWO HUNDRED FIFTY PESOS AND 00/100 (Php 81,250.00)**, inclusive of any and all taxes.

You are requested to coordinate with Mr. Patrick Roehl C. Francisco of the Organization Development and Management Department for the execution of the contract within seven (7) days from receipt hereof.

Very truly yours,

GEN NARCISO L. ABAYA (RET)
President and CEO