

PURCHASE ORDER
PHILIPPINE STATISTICS AUTHORITY
Gaisano Capital South Bldg., Colon St., Cebu City

| Supplier: ALTA CEBU VILLAGE GARDEN RESORT INC. | | P.O. No. : 0700-PO2023-11-187 | | | |
|---|------|---|---|------------|------------|
| Address:CORDOVA CEBU | | Date : 28 November 2023 | | | |
| TIN:464-138-210-000 | | Mode of Procurement : Lease of Venue | | | |
| Gentlemen: | | | | | |
| Please furnish this Office the following articles subject to the terms and conditions contained herein: | | | | | |
| Place of Delivery: ALTA CEBU VILLAGE GARDEN RESORT INC., CORDOVA CEBU | | | Delivery Term :06,07 & 08 Dec.2023 | | |
| Date of Delivery: 06,07 & 08 Dec.2023 | | | Payment Term : Within 15 working days after the receipt of the billing statement | | |
| Stock/ Property No. | Unit | Description | Quantity | Unit Cost | Amount |
| 1 | lot | Venue including Accomodation and Food (AM & PM snacks, breakfast, lunch and dinner) during the CRASD 2023 Year-End Performance Review/2024 CRASD Planning Workshop on 06 -08 December 2023. | 1 | 117,000.00 | 117,000.00 |
| | | Number of Pax: 26 pax/day for 2 days | | | |
| | | Venue: within Cebu Province | | | |
| | | Check in: 06 December 2023 | | | |
| | | Check out: 08 December 2023 | | | |
| | | Function Room Requirement: | | | |
| | | 1. Sound proof/free from unnecessary noise | | | |
| | | 2. One (1) function room, spacious and can accommodate the stated number of participants following social distancing and minimum health protocols. | | | |
| | | 3. No pillars/columns blocking the stage | | | |
| | | 4. Use of function room from 7:00AM-10:00PM | | | |
| | | 5. Free use of sound system, projector, projector screen and microphones (at least three microphones, preferably wireless) | | | |
| | | 6. Audible/operational sound system | | | |
| | | 7. Provision of flag | | | |
| | | 8. Free tarpaulin/backdrop size: 3ftx5ft (design will be from PSA) | | | |
| | | 9. Inclusive of electricity charges for use of laptops, projector and other equipment* | | | |
| | | 10.WIFI connection 17 mbps) | | | |
| | | 11. Room arrangement-classroom type | | | |
| | | 12. Standby service crew/waiter and technician | | | |
| | | 13. Provision of Secretariat's table (2 pax) | | | |
| | | Food Requirement: | | | |
| | | 1. Buffet breakfast | | | |
| | | 2. Buffet lunch and dinner, with AM and PM snacks | | | |

| | | | | |
|--|---|--|--|--|
| | <p>3. Meals include rice, 1 soup, 1 appetizer, 3 main courses, dessert & healthy drinks(preferrably fresh fruit juices)</p> <p><u>*Check in: 06 December 2023(buffet meals (breakfast, lunch & dinner), AM & PM snacks</u></p> <p><u>07 December 2023: Buffets meals (Breakfast, lunch & dinner), AM and PM Snacks</u></p> <p><u>*Check Out: 08 December 2023(buffet meals (breakfast,</u></p> | | | |
| | 4. Provision of candies and mixed nuts during the entire function. | | | |
| | 5. Location of the buffet table must be inside the main function room and/or outside of, but near the main function room | | | |
| | 6. Serving time of food: | | | |
| | ****breakfast - 6:00 AM | | | |
| | ****AM snacks - 10:00 AM | | | |
| | ****Lunch - 12:00 NN | | | |
| | ****PM snacks - 3:00 PM | | | |
| | ****Dinner - 6:00 PM | | | |
| | Room Requirements: | | | |
| | 1. Preferably with free wifi access | | | |
| | 2. Provision of free bottled water and toiletries and towels | | | |
| | 3. Spacious, tidy and clean | | | |
| | 4. Room types: | | | |
| | **** 1 single occupancy | | | |
| | **** 6 double occupancy, separate beds | | | |
| | **** 4 triple occupancy, separate beds | | | |
| | Other Requirements: | | | |
| | 1. Free parking space (at least 5 slots) | | | |
| | 2. Free use of amenities and other facilities | | | |
| | 3. Proximity to Police and Fire Stations | | | |
| | 4. Proper waste management system such as regular garbage collection and with Sanitary Permit from appropriate authority | | | |
| | 5. Continuous water supply and accessible comfort rooms | | | |
| | 6. Accessible emergency exit and alarm, and standby fire extinguisher or automatic sprinkler | | | |
| | 7. Provision of janitorial and maintenance services | | | |
| | 8. Ambience promotes learning | | | |
| | 9.. Adequate security service (24/7) | | | |
| | 10. Not near casinos/pleasure districts | | | |
| | 11. Requirements for Emergency in case of fire, earthquake, and present this at the start of event | | | |
| | 12. Availability of trained staff that can address health concerns | | | |
| | 13. With standby generator | | | |
| | 14. With available thermal scanner at the training venue | | | |
| | Other requirements: | | | |
| | 1. Mode of Payment: SEND BILL Arrangement or 30 working days after receipt of the billing statement. | | | |

2. Price quotation/s validity: Must be valid for a period of thirty (30) calendar days from the date of submission.

PR # 0700-2023-10-089 (RSSO-CRASD)

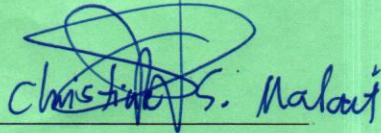
Amount in Words:

ONE HUNDRED SEVENTEEN THOUSAND PESOS ONLY

117,000.00

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

Conforme:

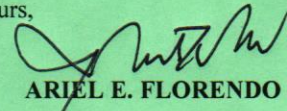


Signature over Printed Name of Supplier

29 NOV 2023

Date

Very truly yours,



ARIEL E. FLORENDO


Regional Director

Date

Fund Cluster : 01-Regular Fund

07-Trust Fund

Funds Available : _____


ISABEL H. SATO
Accountant

ORS/BURS No. :

02-101101-2023-11-0949

Date of the ORS/BURS:
Amount :

28 Nov.'23

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