

PURCHASE ORDER

PHILIPPINE STATISTICS AUTHORITY

Guisano Capital South Bldg., Colon St., Cebu City

Supplier: <u>Southview Hotel</u>			P.O. No. : <u>0700-PO2025-03-022</u>		
Address: <u>Banilad, Dumaguete City, Negros Oriental</u>			Date : <u>21 March 2025</u>		
TIN: <u>009-881-138-000 (VAT)</u>			Mode of Procurement : <u>LEASE OF VENUE</u>		
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery: <u>Southview Hotel, Banilad, Dumaguete City, Negros Oriental</u>			Delivery Term : <u>Per day</u>		
Date of Delivery: <u>23-29 March 2025</u>			Payment Term : <u>Within 30 working days after receipt of the billing statement</u>		
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	LOT	<p>Venue with Accommodation and Food (AM & PM snacks, buffet breakfast, buffet lunch, and buffet dinner) during the Second Level Training on 2024 Annual Survey of Philippine Business and Industry (ASPBI) and Survey on Information and Communication Technology (SICT) on 24-28 March 2025</p> <p>Date: 24-28 March 2025 Total Number of pax : 19 pax/day for 5 days Venue: within Dumaguete City</p> <p>LIVE-IN PARTICIPANTS</p> <p>Check-in ***Date: 23 March 2025 Number of pax: 10 pax (With dinner)</p> <p>Training Schedule</p> <p>***Dates: 24-28 March 2025 Number of Pax: 10 pax (AM and PM snacks, Fullboard meals (Buffet Breakfast, Lunch, Dinner) and Room Accommodation</p> <p>Check-out (for RSSO participants) ***Date: 27 March 2025 Number of pax: 3 pax (With full board meals)</p> <p>Check-out (for Bohol, Cebu, and Siquijor participants) ***Date: 28 March 2025 Number of pax: 6 pax (With fullboard meals)</p> <p>Check-out (for CO participant) ***Date: 29 March 2025 Number of pax: 1 pax (With breakfast)</p> <p>LIVE-OUT PARTICIPANTS</p> <p>Training Schedule ***Dates: 24- 28 March 2025 Number of Pax: 9 pax (AM and PM snacks, Fullboard meals (Buffet Breakfast, Buffet Lunch, Buffet Dinner)</p>	1	166,400.00	166,400.00

Function Room Requirement:

1. Sound proof/free from unnecessary noise
2. Spacious and can comfortably accommodate the participants with social distancing
Note: Usage time - 6:00 am to 8:00 pm
3. No pillars/columns blocking the stage
4. Free use of sound system, podiums, projectors, projector screens, and microphones (preferably wireless)
5. Audible/operational sound system
6. Provision of flag
7. Inclusive of electricity charges for use of laptops, desktops, projector, and other equipment
8. Should have a strong internet connection (at least 100 mbps)
9. Classroom-type room arrangement
10. One (1) standby service crew/waiter and technician

Food Requirements:

1. Buffet breakfast, Buffet lunch, & Buffet dinner
Note: Please attach menu
2. AM and PM snacks (drinks will be upon request to minimize wastage) - no softdrinks and no powdered juice.
3. Meals include rice, 1 soup, 1 appetizer, 3 main courses, dessert & healthy drinks (preferably fresh fruit juices)

Note:

- As per the arrangement of the participants
- a. Drinks will be served upon request or assessment of the participants or
 - b. A juice dispenser will be provided in the training room
4. Free flowing coffee, tea, milo, and purified drinking water in the function room
 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 - 6:30 AM
- ****AM snacks - 10:00 AM
- ****Lunch - 12:00 NN
- ****PM snacks - 3:00 PM
- ****Dinner - 5:00 to 6:00 PM

7. Attach menu upon submission of quotation/bid form
8. No use of plastic for the utensils (spoon and fork, drinking straw, stirrers, cups, and plates)

Room Accomodation Requirements:

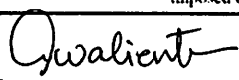
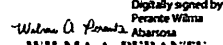

1. Preferably with free wifi access
2. Daily provision of free bottled water, coffee, tea, and toiletries
3. Spacious, tidy, and clean following the minimum health protocols
4. Daily room make-up
5. Daily change of towels

6. Room types:

- **Triple occupancy/Double occupancy, separate beds
- Note: Depending on the rooming list**

Other Requirements:

1. Free parking space (at least 5 slots)
2. Free use of amenities and other facilities
3. Continuous water supply and accessible comfort rooms
4. Accessible emergency exit and alarm, and standby fire extinguisher or automatic sprinkler

	<p>5. Provision of janitorial and maintenance services</p> <p>6. Good ambience to promote learning</p> <p>7. Adequate security service (24/7)</p> <p>8. Requirements for an emergency in case of fire and earthquake, which will be presented at the start of the event</p> <p>9. Availability of trained staff that can address health concerns</p> <p>10. With standby generator</p> <p>11. Must obtain at least 90% rating (Table Rating Factor)</p> <p>Mode of Payment: SEND BILL Arrangement or 15-30 working days after receipt of the billing statement.</p> <p>Price quotation/s validity: Must be valid for a period of thirty (30) calendar days from the date of submission.</p> <p>PR# 0700-2025-03-030 (RSSO-SOCD)</p>			
Amount in Words:	ONE HUNDRED SIXTY-SIX THOUSAND FOUR HUNDRED PESOS ONLY		166,400.00	
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				
<p>Conforms:</p> <p></p> <p>HELEN C. VAUENTE</p> <p>Signature over Printed Name of Supplier</p> <p><u>21 MARCH 2025</u></p> <p>Date</p>	<p>Very truly yours,</p> <p></p> <p>Digitally signed by Perante Wilma Abarsona WILMA A. PERANTE OIC-Regional Director</p> <p>Date</p>			
<p>Fund Cluster : <input checked="" type="checkbox"/> 01-Regular Fund</p> <p>// 07-Trust Fund</p> <p>Funds Available :</p> <p></p> <p>ISABEL H. SATO</p> <p>Accountant</p>		<p>ORS/BURS No. : 02-101101-2025-03-0146</p> <p>Date of the ORS/BURS: 21 March 2025</p> <p>Amount : <u>166,400.00</u></p>		