

**PURCHASE ORDER**

**PHILIPPINE STATISTICS AUTHORITY**

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

Supplier: Eastland Hotel & Residences P.O. No. : 0700-PO2024-11-118

Address: Pres. Roxas St., Kasambagan, Cebu City Date : 27 November 2024

TIN: 202-254-206-000 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: EASTLAND HOTEL & RESIDENCES, Pres. Roxas St., Kasambagan, Cebu City Delivery Term : Per Day

Date of Delivery: 28-30 November 2024 Payment Term : Within 30 working days after receipt of the billing statement

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	LOT	<p>Venue including accommodation with meals during the conduct of the 2022 Annual Survey of Philippine Business and Industry (ASPBI) Regional Data Dissemination &amp; 2024 Quarterly Survey of Philippine Business and Industry (QSPBI) Regional Respondents' Forum Briefing on 29 November 2024</p> <p>Overall No. of pax: 100 pax</p> <p>Check-in:</p> <p>***28 November 2024- 23 pax (with dinner: for participants from PSA Central Office, PSA7 Bohol, Negros and Siquijor and Awardees)</p> <p>PSA Central Office- 2 pax</p> <p>PSA7 Bohol- 8 pax</p> <p>PSA7 Negros- 8 pax</p> <p>PSA7 Siquijor- 5 pax</p> <p>Date: 29 November 2024 (Data Dissemination Forum)</p> <p>***2 pax (full board: with AM &amp; PM snacks, breakfast, lunch, and dinner or participants from PSA Central Office)</p> <p>Note: AM and PM Snacks and Lunch will be served at the venue for the Data Dissemination Forum</p> <p>Check-out:</p> <p>***29 November 2024- 21 pax (with breakfast: participants from PSA7 Bohol, Negros and Siquijor)</p> <p>PSA7 Bohol- 8 pax</p> <p>PSA7 Negros- 8 pax</p> <p>PSA7 Siquijor- 5 pax</p> <p>****30 November 2024- 2 pax (with breakfast for 2 participants from PSA Central Office)</p> <p>Date: 29 November 2024 (Data Dissemination Forum)</p> <p>***98 pax (with AM snacks and Buffet lunch)</p> <p>Function Room Requirement:</p> <ol style="list-style-type: none"> <li>1. Sound proof/free from unnecessary noise</li> <li>2. Complimentary use of one or more function rooms, spacious with social distancing</li> </ol> <p>Note: Usage time - 8:00 AM - 6:00 PM (excluding venue preparation)</p> <ol style="list-style-type: none"> <li>3. No pillars/columns blocking the stage</li> <li>4. Free use of sound system, podiums, 2 (two) projectors, two (2) projector screens and at least four (4) microphones preferably wireless</li> <li>5. Preferably with LED</li> <li>6. Audible/operational sound system</li> <li>7. Provision of flag</li> <li>8. Inclusive of electricity charges for use of laptops, projector and other equipments</li> <li>9. Strong WiFi connection at least 100-200 mbps</li> </ol> <p>(Pls. indicate Wifi connection speed upon submission of quotation)</p> <ol style="list-style-type: none"> <li>10. Preferably with strong WIFI connection 100-200 mbps)(Pls. indicate Wifi connection speed upon submission of quotation)</li> <li>11. Standby service crew/waiter and technician(indicate no. of service crew and technician)</li> <li>12. Provision of Secretariat's table (10 pax outside the venue)</li> </ol>	1	121,900.00	121,900.00

13. Free Tarpaulin, size may vary on the function room being offered

**Food Requirements:**

1. Buffet/Complimentary breakfast with drinks for the live-in PSA personnel and Guests
2. Buffet Lunch during the event
3. Buffet Dinner for the live-in PSA personnel
4. AM snacks and PM snacks with drinks
5. Lunch and dinner include : rice, 1 soup, 1 appetizer, 3 main courses (preferably not oily and creamy foods), dessert & healthy drinks(preferably fresh fruit juices)
6. Free flowing coffee and purified drinking water in the function room during the event

**7. Serving time of food:**

- \*\*\*\*Breakfast - 6:30 AM
- \*\*\*\*AM snacks - 10:00 AM
- \*\*\*\*Lunch - 12:00 NN
- \*\*\*\*PM snacks - 3:00 PM
- \*\*\*\*Dinner - 6:00 PM

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

**Room Requirements:**

1. Preferably with free wifi access
2. Provision of free bottled water, coffee, tea, and toiletries
3. Spacious, tidy, and clean following the minimum health protocols

**4. Room types:**

- \*\*\* Single Occupancy
- \*\*\*Double occupancy, separate beds

**Other Requirements:**

1. Must observe the minimum health protocol.
2. Free parking space (at least 12 slots)
3. Continuous water supply and accessible comfort rooms
4. Accessible emergency exit and alarm, and standby fire extinguisher or automatic sprinkler
5. Provision of janitorial and maintenance services
6. Good ambience to promote learning
7. Adequate security service (24/7)
8. Availability of trained staff that can address health concerns
9. With standby generator
10. Free parking space (at least 5 slots)
11. With standby generator
12. Must obtain at least 90% rating (Table Rating Factor)

**Mode of Payment: SEND BILL Arrangement or 15-30 working days after receipt of the billing statement.**

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

PR # 0700-2024-11-089 (RSSO-SOCD)

Amount in Words:

**ONE HUNDRED TWENTY-ONE THOUSAND NINE HUNDRED PESOS ONLY**


**121,900.00**

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:

  
 MA. THELMA SAMPARO  
 Signature over Printed Name of Supplier  
11/27/24  
 Date

Very truly yours,

  
 ARIEL E. FLORENDO  
 Regional Director  
27 November 2024  
 Date

Fund Cluster :  01-Regular Fund  
 07-Trust Fund

Funds Available : \_\_\_\_\_

  
 ISABEL H. SATO  
 Accountant

ORS/BURS No. : 02-101101-2024-11-0770

Date of the ORS/BURS: 27 November 2024

Amount :

121,900.00