

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

Supplier: <u>Cebu Business Hotel</u>			P.O. No. : <u>0700-PO2025-03-024</u>		
Address: <u>Colon Corner, Junquera St. Cebu City</u>			Date : <u>21 March 2025</u>		
TIN: <u>005-821-085-001</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>Cebu Business Hotel, Colon Corner, Junquera St. Cebu City</u>			Delivery Term : <u>Per Day</u>		
Date of Delivery: <u>24-28 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 conduct of the Second Level Training on the 2025 Commodity Flow Survey on 25-27 March 2025</p> <p>Total Number of pax: 17 pax Live-in : 10 pax Live-out: 7 pax</p> <p>Live-out with full board meals (AM & PM snacks, buffet breakfast, buffet lunch and buffet dinner) for participants from PSA RSSO, and PSA Cebu *** 25-27 March 2025 - 8 pax</p> <p>Check-in: ***24 March 2025- 5 pax (live-in) with family style/buffet dinner for participants from PSA Central Office, and PSA Field Offices including Statistical Researchers</p> <p>PSA Central Office- 1 participant PSA Bohol- 2 participants PSA Negros Oriental- 2 participants</p> <p>Check-out: ***28 March 2025- 5 pax (live-in) with complimentary breakfast for participants from PSA Central Office, and PSA Field Offices</p> <p>PSA Central Office- 1 participant PSA Bohol- 2 participants PSA Negros Oriental- 2 participants</p> <p>Check-in: ***25 March 2025- 5 pax (live-in) with buffet dinner for participants from PSA Cebu Statistical Researchers</p> <p>PSA Cebu- 5 participant</p> <p>Check-out: ***27 March 2025- 5 pax (live-in) with buffet breakfast for participants from PSA Cebu Statistical Researchers</p> <p>PSA Cebu- 5 participants</p> <p>Venue: Cebu City</p> <p>Function Room Requirement:</p> <p>1. Sound proof/free from unnecessary noise 2. Capacity of the Function room shall accommodate the 11 participants comfortably (please indicate the name of the function room)</p>	1	93,310.00	93,310.00

3. No pillars/columns blocking the stage
4. Free use of sound system, podiums, two (2) projectors, two (2) projector screens, and two (2) wireless microphones
5. Audible/operational sound system
6. Provision of flag
7. Inclusive of electricity charges for use of laptops, desktops, projector and other equipment
8. Preferably with strong WIFI connection 100-200 mbps)
(Pls. indicate Wi-Fi connection speed upon submission of quotation)
9. Room arrangement-classroom type
10. With at least one (1) standby service crew/waiter and technician
11. Provision of Secretariat's table
12. Free welcome tarp (5 ft. x 8 ft.)
Note: Layout will be provided by PSA
13. Function room can accommodate comfortably the 17 participants
- Food Requirements
1. Complimentary breakfast, Buffet lunch and Buffet dinner
2. AM and PM snacks with drinks
3. Meals include rice, 1 soup, 1 appetizer, 3 main courses, dessert & healthy drinks (preferably fresh fruit juices)
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 PM to 6:00 PM
7. Meals
Check-in:
***24 March 2025- 5 pax (live-in) with buffet/family style dinner for participants from PSA Central Office, and PSA Field Offices

PSA Central Office- 1 participant
PSA Bohol- 2 participants
PSA Negros Oriental- 2 participants

Check-out:
***28 March 2025- 5 pax (live-in) with buffet breakfast for participants from PSA Central Office, and PSA Field Offices

PSA Central Office- 1 participant
PSA Bohol- 2 participants
PSA Negros Oriental- 2 participants

Check-in:
***25 March 2025- 5 pax
PSA Cebu- 5 participants

Check-out:
***27 March 2025- 5 pax
PSA Cebu- 5 participants

***25-27 March 2025- 17 pax (live-in and live-out) (full board: with AM & PM snacks, complementary breakfast buffet , buffet lunch, and buffet dinner)
8. Attach menu upon submission of quotation/bid form

	<p>9. No use of plastic for the utensils (spoon & fork, drinking straw, stirrers, cups, & plates)</p> <p>Room Accomodation Requirements:</p> <p>1. Preferably with free wifi access</p> <p>2. Daily provision of free bottled water, coffee, tea and toiletries</p> <p>3. Spacious, tidy and clean following the minimum health protocols</p> <p>4. Daily room make-up</p> <p>5. Daily change of towels</p> <p>6. Room types:</p> <p>*** Single Occupancy</p> <p>***Triple/Double occupancy, separate beds</p> <p>Note: Depending on the rooming list</p> <p>Other Requirements:</p> <p>1. Must observe the minimum health protocol.</p> <p>2. Free use of amenities and other facilities</p> <p>3. Continuous water supply and accessible comfort rooms</p> <p>4. Accessible emergency exit and alarm, and standby fire extinguisher or automatic sprinkler</p> <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. Availability of trained staff that can address health concerns</p> <p>9. With standby generator</p> <p>10. Free parking space (at least 5 slots)</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# 0700-2025-03-024 (RSSO-SOCD)</p>		
Amount in Words:	NINETY-THREE THOUSAND THREE HUNDRED TEN PESOS ONLY		93,310.00
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: <div>CLARENCE GARCIA B. DABDAY Signature over Printed Name of Supplier 24 March 2025 Date</div>		Very truly yours, <div>Digitally signed by Wilma A. Perante, Perante Wilma Abarrosa WILMA A. PERANTE OIC-Regional Director Date</div>	
Fund Cluster : //01-Regular Fund // 07-Trust Fund Funds Available : <div>Digitally signed by Sato Isabel ISABEL H. SATO Accountant</div>		ORS/BURS No. : 02-101101-2025-03-0148 Date of the ORS/BURS: 21 March 2025 Amount : 93,310.00	