

PURCHASE ORDER

PHILIPPINE STATISTICS AUTHORITY

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

Supplier: GOLDEN PRINCE HOTEL & SUITES	P.O. No. : 0700-PO2024-11-116
Address: Archbishop Reyes Avenue, Cebu City	Date : 23 November 2024
TIN: 211-745-841-000	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: GOLDEN PRINCE HOTEL & SUITES, Archbishop Reyes Avenue, Cebu City	Delivery Term : Per Day
Date of Delivery: 25-27 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 and Meals during the Creative Industries Satellite Accounts (CISA) Phase 2 Focus Group Discussions (FGDs) on Creative Economy of Visayas Cluster on 26 November 2024</p> <p>Number of Pax: 61 pax</p> <p>(Central Office: 13 pax, RSSO Central Visayas: 5 pax, RSSO Western Visayas: 1 pax, RSSO Eastern Visayas: 1 pax, DTI: 5 pax, Consultants: 2 pax, Resource Persons: 4 pax, Stakeholders: 30 pax)</p> <p>Live-in: 56 pax (Central Office: 13 pax, RSSO Western Visayas: 1 pax, RSSO Eastern Visayas: 1 pax, DTI: 5 pax, Consultants: 2 pax, Resource Persons: 4 pax, Stakeholders: 30 pax)</p> <p>Live-out: 5 pax (RSSO Central Visayas: 5 pax)</p> <p>Check-in: 25 November 2024 with Dinner</p> <p>Total: 56 pax (Central Office: 13 pax, RSSO Western Visayas: 1 pax, RSSO Eastern Visayas: 1 pax, DTI: 5 pax, Consultants: 2 pax, Resource Persons: 4 pax, Stakeholders: 30 pax)</p> <p>Check-out: 26 November 2024 with Breakfast, Lunch, AM & PM snacks (Stakeholders: 30 pax)</p> <p>Check-out: 27 November 2024 with complementary breakfast</p> <p>Total: 26 pax (Central Office: 13 pax, RSSO Western Visayas: 1 pax, RSSO Eastern Visayas: 1 pax, DTI: 5 pax, Consultants: 2 pax, Resource Persons: 4 pax)</p> <p>Live-Out: 26 November 2024 with Full board Meals (RSSO Central Visayas: 5 pax)</p> <p>Function Room Requirement:</p> <ol style="list-style-type: none"> Three breakout rooms (aside from the plenary session room) with: (1) whiteboard or blackboard; (2) whiteboard markers; and (3) can accommodate up to 15 persons each room Sound proof/free from unnecessary noise Function room, spacious and can accommodate the participants with social distancing <p>Usage time - 7:00 am to 6:00pm</p> <ol style="list-style-type: none"> No pillars/columns blocking the stage Free use of sound system, podiums, extension wires, projectors, projector screens, and wireless microphones Audible/operational sound system Provision of flag Free backdrop, 5ft x 8ft (PSA to provide the design) Inclusive of electricity charges for use of laptops, desktops, projector and other equipment Preferably with strong WIFI connection 100-200 mbps) (Pls. indicate Wifi connection speed upon submission of quotation) Room arrangement-classroom type One (1) standby service crew/waiter and technician <p>Food Requirements:</p> <ol style="list-style-type: none"> Complimentary breakfast, Buffet lunch and Buffet dinner AM and PM snacks with drinks (no softdrinks and no powdered juice) Meals include rice, 1 soup, 1 appetizer, 3 main courses, dessert & healthy drinks (preferably fresh fruit juices) 	1	181,000.00	181,000.00

	<p>4. Free flowing coffee/ tea/ milo and purified drinking water in the function room.</p> <p>5. Provision of nuts</p> <p>6. Location of the buffet table must be inside the main function room and/or outside of, but near the main function room</p> <p>7. Serving time of food:</p> <p>****Breakfast - 6:30 AM</p> <p>****AM snacks - 10:00 AM</p> <p>****Lunch - 12:00 NN</p> <p>****PM snacks - 3:00 PM</p> <p>****Dinner - 6:00 PM</p> <p>8. Attach menu upon submission of quotation/bid form</p> <p>9. No use of plastic for the utensils (spoon & fork, drinking straw, stirrers, cups, & plates)</p> <p>Room Requirements:</p> <p>1. Preferably with free wifi access</p> <p>2. Provision of free bottled water, toiletries and towels</p> <p>3. Spacious, tidy, and clean</p> <p>4. Daily housekeeping services of rooms</p> <p>5. Room types:</p> <p>*** 1 single occupancy</p> <p>*** 2 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. Free parking space (at least 4 slots)</p> <p>4. With standby generator</p> <p>5. Good ambience to promote learning</p> <p>6. Provision of janitorial and maintenance services</p> <p>7. Adequate security service (24/7)</p> <p>8. Availability of trained staff that can address health concerns</p> <p>9. Must obtain at least 90% of the factor value rating</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 # 0700-2024-11-079 (RSSO-SOCD)</p>		
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Amount in Words:	ONE HUNDRED EIGHTY-ONE THOUSAND PESOS ONLY	181,000.00
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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>Conforme:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature over Printed Name of Supplier</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>	<p>Very truly yours,</p> <p style="text-align: center;">ARIEL E. FLORENDO</p> <p style="text-align: center;">Regional Director</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>
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<p>Fund Cluster : / 01-Regular Fund</p> <p style="padding-left: 40px;">// 07-Trust Fund</p> <p>Funds Available : _____</p> <p style="text-align: center;">ISABEL H. SATO</p> <p style="text-align: center;">Accountant</p>	<p>ORS/BURS No. : 02-101101-2024-11-0756A</p> <p>Date of the ORS/BURS: 23 November 2024</p> <p>Amount : _____ 181,000.00</p>
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4. Free flowing coffee/ tea/ milo and purified drinking water in the function room

5. Provision of nuts

6. Location of the buffet table must be inside the main function room and/or outside of, but near the main function room

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, toiletries and towels
3. Spacious, tidy, and clean
4. Daily housekeeping services of rooms

5. Room types:

*** 1 single occupancy

*** 2 double occupancy, separate beds

Note: Depending on the rooming list

Other Requirements:

1. Must observe the minimum health protocol.
2. Free use of amenities and other facilities
3. Free parking space (at least 4 slots)
4. With standby generator
5. Good ambience to promote learning
6. Provision of janitorial and maintenance services
7. Adequate security service (24/7)
8. Availability of trained staff that can address health concerns
9. Must obtain at least 90% of the factor value rating

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 # 0700-2024-11-079 (RSSO-SOCD)

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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>Conforme:</p> <p style="text-align: center;"><i>ESTRELLITA VERAQUA</i> Signature or Printed Name of Supplier Nov. 23, 2024 Date</p>	<p>Very truly yours,</p> <p style="text-align: center;"><i>Ariel E. Florendo</i> ARIEL E. FLORENDO Regional Director 23 November 2024 Date</p>
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<p>Fund Cluster : <input checked="" type="checkbox"/> 01-Regular Fund <input checked="" type="checkbox"/> 07-Trust Fund</p> <p>Funds Available : _____</p> <p style="text-align: center;"><i>Isabel U. Sato</i> ISABEL U. SATO Accountant</p>	<p>ORS/BURS No. : 02-101101-2024-11-061 <i>g</i></p> <p>Date of the ORS/BURS: 23 November 2024</p> <p>Amount : _____ 181,000.00</p>
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