

PURCHASE ORDER

PHILIPPINE STATISTICS AUTHORITY

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

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| Supplier: GOLDEN PRINCE HOTEL & SUITES | P.O. No. : 0700-PO2025-02-011 |
| Address: Archbishop Reyes Avenue, Cebu City | Date : 27 February 2025 |
| 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:

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| Place of Delivery: GOLDEN PRINCE HOTEL & SUITES, Archbishop Reyes Avenue, Cebu City | Delivery Term : Per Day |
| Date of Delivery: 4-7 March 2025 | 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 with Accommodation and Food (AM & PM snacks and breakfast, lunch, and dinner) during the Second Level Training for Crops Production Survey (CrPS) on 4 March to 7 March 2025</p> <p>Total Participants: 15 pax LIVE-IN Participants (8 pax)</p> <p>Check-in: ***4 March 2025-8 pax</p> <p>PSA CO- 2 participants PSA7 Bohol- 2 participants PSA7 Negros- 2 participants PSA7 Siquijor- 2 participants</p> <p>Check-out: ***7 March 2025- 8 pax</p> <p>PSA CO- 2 participants PSA7 Bohol- 2 participants PSA7 Negros- 2 participants PSA7 Siquijor- 2 participants</p> <p>LIVE-OUT Participants (7 pax)</p> <p>Date: 4-7 March 2025 ****7 pax live-out</p> <p>PSA7 Cebu_2 participants PSA7 RSSO- 5 participants</p> <p>Date: 4 March 2025 ****15 pax - lunch, PM snacks, and dinner for participants from PSA CO, PSA7 RSSO, and PSA7 Provincial Offices</p> <p>Date: 5-6 March 2025 ****15 pax - Breakfast, AM snacks, lunch, PM snacks, and dinner for participants from PSA CO, PSA7 RSSO, and PSA7 Provincial Offices</p> <p>Date: 7 March 2025 ****15 pax - Breakfast and lunch for participants from PSA CO, PSA7 RSSO, and PSA7 Provincial Offices</p> <p>Note: ***Training Dates will be on 4-7 March 2025 ***4 March 2025- Training will start at 1:30 PM ***7 March 2025- Training will end at 12:00 NN</p> <p>Function Room Requirement: 1. Sound proof/free from unnecessary noise</p> | 1 | 62,700.00 | 62,700.00 |

2. Capacity of the Function room shall accommodate the 13 participants comfortably (please indicate the name of the function room)

Note:

- Usage time - 6:00am to 7:00pm

3. No pillars/columns blocking the stage

4. Free use of sound system, podiums, projectors, projector screens and at least two (2) 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) (Pls. indicate Internet connection speed upon submission of quotation)

9. Room arrangement-classroom type

10. One (1) standby service crew/waiter and technician

Food Requirements

1. Complimentary breakfast, Buffet/family style lunch and Buffet/family style dinner

2. AM and PM snacks - no softdrinks and no powdered juice.

3. Meals include rice, 1 soup, 1 appetizer, 3 main courses, dessert

4. Free flowing coffee 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

****Breakfast - 6:30 AM

****AM snacks - 10:00 AM

****Lunch - 12:00 NN

****PM snacks - 3:00 PM

****Dinner - 6:00 PM

7. Meals

Date: 4 March 2025

****15 pax - lunch, PM snacks, and dinner for participants from PSA CO, PSA7 RSSO, and PSA7 Provincial Offices

Date: 5-6 March 2025

****15 pax - Breakfast, AM snacks, lunch, PM snacks, and dinner for participants from PSA CO, PSA7 RSSO, and PSA7 Provincial Offices

Date: 7 March 2025

****15 pax - Breakfast and lunch for participants from PSA CO, PSA7 RSSO, and PSA7 Provincial Offices

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. 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:

*** 2 Triple occupancy

*** 1 Double occupancy

Other requirements:

1. Must observe the minimum health protocol.

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

- 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. 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# 0700-2025-02-013-(RSSO-SOCD)

Amount in Words:

SIXTY-TWO THOUSAND SEVEN HUNDRED PESOS ONLY

62,700.00

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:

Estrellita Velasquez
ESTRELLITA VELASQUEZ
 Signature over Printed Name of Supplier
FEB 28, 2025
 Date

Very truly yours

Ariel E. Florendo
ARIEL E. FLORENDO
 Regional Director
27 February 2025
 Date

Fund Cluster : 01-Regular Fund

07-Trust Fund

Funds Available : _____

Isabel H. Sato
ISABEL H. SATO
 Accountant

ORS/BURS No. : 02-101101-2025-02-0102

Date of the ORS/BURS: 27 February 2025

Amount :

62,700.00