

PURCHASE ORDER

PHILIPPINE STATISTICS AUTHORITY
Gaisano Capital South Bldg., Colon St., Cebu City

Supplier: <u>GOLDEN VALLEY HOTEL INC.</u> Address: <u>Pelaez St., Cebu City</u> TIN: <u>004-265-210-000</u>	P.O. No. : <u>0700-PO2023-07-108</u> Date : <u>24 July 2023</u> Mode of Procurement : <u>Lease of Venue</u>
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Gentlemen:
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: <u>GOLDEN VALLEY HOTEL INC</u> <u>155-A Pelaez St., Cebu City</u>	Delivery Term : <u>Per day</u> Payment Term : <u>Within 15-30 working days after the receipt of the billing statement</u>
Date of Delivery: <u>25-27 July 2023</u>	

	Unit	Description	Quantity	Unit Cost	Amount
1	LOT	<p>Venue including Room Accommodation and Meals (AM/PM snacks, breakfast, lunch and dinner) during the COA Exit Conference and Financial & Administrative Performance Review on 25-27 July 2023</p> <p>Number of Pax: Live-in: 25-26 July 2023 - 25 pax 27 July 2023 - 31 pax Live-out 27 July 2023 - 5pax (PM snacks & dinner only)</p> <p>Venue: preferably within Cebu City</p> <p>Function Room Requirement:</p> <ol style="list-style-type: none"> 1. Sound proof/free from unnecessary noise 2. Complimentary use of function rooms, spacious and can accommodate up to thirty-one (31) participants with social distancing <p>Note: - Usage time : * 12:00 nn to 8:00 pm (25 July 2023) * 6:00am to 8:00pm (26 July 2023) * 6:00am to 9:00pm (27 July 2023)</p> <ol style="list-style-type: none"> 3. No pillars/columns blocking the stage 4. Free use of sound system, podiums, projector, projector screen and at least three (3) microphones preferably wireless 5. Audible/operational sound system 6. Provision of flag 7. Free tarpaulin/backdrop (Pls. indicate tarpaulin size upon submission of quotation) 8. Inclusive of electricity charges for use of laptops, projector and other equipment 9. Preferably with strong WIFI connection (____mbps)(Pls. indicate Wifi connection speed upon submission of quotation) 10. Room arrangement-classroom type (must observe social distancing) 11. Standby service crew/waiter and technician(indicate no. of service crew and technician) 12. Provision of Secretariat's table (2 pax) <p>Food Requirements</p>	1	Php127,500.00	Php127,500.00

1. Breakfast (preferably buffet) with drinks
2. Lunch and Dinner (preferably buffet) with drinks
3. AM and PM snacks with drinks
4. Lunch and dinner include : rice, 1 soup, 1 appetizer, 2 main courses, dessert & healthy drinks(preferably fresh fruit juices)
5. Free flowing coffee, tea, milo and purified drinking water in the function room
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 - 6:00 AM

****AM snacks - 10:00 AM

****Lunch - 12:00 NN

****PM snacks - 3:00 PM

****Dinner - 6:00 PM

8. Meals

*25 July 2023 (lunch, PM snacks, and dinner good for 25 pax)

*26 July 2023 (breakfast, AM & PM snacks, lunch, & dinner good for 25 pax)

*27 July 2023 (breakfast, AM & PM snacks, lunch, & dinner good for 25 pax)

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27 July 2023 (PM snacks & dinner good for 5 pax)

*28 July 2023 (breakfast good for 31 pax)

9. Attach menu upon submission of quotation/bid form (optional)

10. 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 drinking water and toiletries and towels
3. Spacious, tidy and clean

4. Room types:

* 25-26 July 2023 (single occupancy - 1 ; triple occupancy - 8)

* 27 July 2023 (single occupancy - 1; triple occupancy - 11)

Other requirements:

1. Must observe the minimum health protocol.
2. Free parking space (at least 8 slots)
3. Free use of amenities and other facilities

- 4. Continuous water supply and accessible comfort rooms
- 5. Accessible emergency exit and alarm, and standby fire extinguisher or automatic sprinkler
- 6. Provision of janitorial and maintenance services
- 7. Good ambience to promote learning

- 8. Adequate security service (24/7)
- 9. Availability of trained staff that can address health concerns
- 10. With standby generator

- 11. Must obtain at least 90% of the factor value rating

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

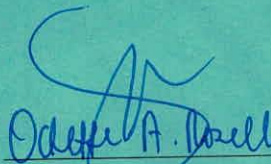
Price quotation/s validity: Must be valid for a period of thirty (30) calendar days from the date of submission.

PR # 0700-2023-07-066 (CRASD)

Amount in Words:	ONE HUNDRED TWENTY-SEVEN THOUSAND FIVE HUNDRED	Php127,500.00
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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.

Conforme:


 Signature over Printed Name of Supplier
Odette A. Dorell
July 25, 2023
 Date

Very truly yours,


ARIEL E. FLORENDO
 Regional Director
24 July 2023
 Date

Fund Cluster : 01-Regular Fund
 07-Trust Fund

Funds Available : _____

ISABEL H. SATO
 Accountant

ORS/BURS No. : 02-101101-2023-07-591

Date of the ORS/BURS: 24 July 2023

Amount : Php127,500.00