



PURCHASE ORDER

PHILIPPINE STATISTICS AUTHORITY



2/F Martina Sugbo Center, P. Burgos St., Brgy. San Roque, Cebu City

Supplier :	GOLDEN PRINCE HOTEL & SUITES	P.O. No. : 0722-PO2025-05-055
Address :	Archbishop Reyes Ave., Cebu City	Date : 29 May, 2025
TIN :		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	Delivery Term : Full Delivery per Day		
Date of Delivery :		02 to 03 June 2025	Payment Term : Within 30 working days after receipt of the billing statement		
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	LOT	Venue with Food (AM & PM Snacks, buffet breakfast, buffet lunch and buffet dinner) for the Mid-Year 2025 Provincial Planning Workshop (PPW) on 02 to 03 June 2025.	1	92,000.00	92,000.00
		Venue: within Cebu City			
		Total Number of Pax: 39 pax			
		For Regular Employees/ Focal Persons			
		Number of Pax: 39 pax/day			
		Day 1: 02 June 2025 (with breakfast, Lunch, AM & PM snacks, Dinner good for 39 pax)			
		Day 2: 03 June 2025 (with Complimentary Breakfast, AM snacks good for 39 pax)			
		Function Room Requirement:			
		1. Sound proof/free from unnecessary noise			
		2. Complimentary use of function rooms, spacious and can accommodate the number of participants specified below with social distancing: a. 39 pax on 02 June 2025; b. 39 pax on 03 June 2025 USAGE TIME: 02 June 2025 (8:00am - 6:00pm) 03 June 2025 (8:00am - 6:00pm)			
		3. No pillars/columns blocking the stage			

		4. Free use of sound system, projector, projector screen and microphones (at least three microphones, preferably wireless)			
		5. Audible/operational sound system			
		6. Provision of flag			
		7. Free one (1) tarpaulin/ backdrop, size: should not be less than 8ft. X 10ft. Or proportionate to the function room			
		8. Inclusive of electricity charges for use of laptops, projector and other equipment			
		9. With strong WIFI connection (at least 100mbps)			
		11. Room arrangement-classroom type			
		12. At least two (2) Standby service crew/waiter and technician			
		13. Provision of Secretariat's table (2 pax) per function room			
		Food Requirements (balanced nutritious diet)			
		1. Buffet breakfast include rice, 3 main course, fresh fruits, and drinks			
		2. Buffet lunch and dinner with drinks			
		3. AM and PM snacks with drinks			
		4. Lunch and dinner include : rice, 1 soup, 1 appetizer, 3 main courses, dessert & healthy drinks(preferably fresh fruit juices)			
		5. Free flowing coffee, tea, milo and purified drinking water in the function room			
		6. Provision of candies and mixed nuts during the entire function.			
		7. Location of the buffet table must be inside the main function room and/or outside of, but near the main function room			
		8. 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			
		9. Meals *Day 1: 02 June 2025 (Buffet Breakfast, Lunch, AM and PM Snacks, and Buffet Dinner for 39 pax)			
		10. Attach menu upon submission of the bid form			

11. No use of plastic for the utensils (spoon & fork, drinking straw, cups, & plates)

Other Requirements:

1. With venue for the teambuilding activities (preferably outdoor)

2. Free parking space (4-6 slots)

3. Free use of amenities and other facilities

4. Availability of trained staff that can address health concerns

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

Mode of Payment: SEND BILL Arrangement or 15-30 working days after full delivery

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

• Mayor's/Business Permit

• Latest ITR

• PhilGEPS Registration Number/Certificate


PR#: 0722-2025-05-056 (PSA-CEBU)

Amount in Words: **NINETY-TWO THOUSAND PESOS ONLY**


92,000.00

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:


NYMPHA S. CHIU
Signature over Printed Name of Supplier
MAY 29, 2025
Date

Very truly yours,


WILMA A. PERANTE
Regional Director
29 May 2025
Date

1701-Regular Fund

Fund Cluster : 1107-Trust Fund

Funds Available : _____

NYMPHA S. CHIU
A.O.-1/OIC-Accounting

ORS/BURS No. : _____

Date of the ORS/BURS: _____

Amount : _____