



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**



**PURCHASE ORDER**

Supplier: <u>Duros Hotels Inc./ Cebu Quincentennial Hotel</u>		P.O. No. : <u>0700-PO2025-05-037</u>
Address: <u>23 Minore Park, Cardinal Rosales Ave., Cebu City</u>		Date : <u>26 May 2025</u>
TIN: <u>777-654-307-00001</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>Duros Hotels Inc./ Cebu Quincentennial Hotel, 23 Minore Park, Cardinal Rosales Ave., Cebu City</u>	Delivery Term : <u>Per Day</u>
Date of Delivery: <u>28-30 May 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><b>Lease of Venue including accommodation with meals during the conduct of the 2024 Functional Literacy, Education, and Mass Media Survey Regional Dissemination Forum- on 29 May 2025.</b></p> <p>LIVE-IN Participants (5 pax)</p> <p>Check-in:                      ***28 May 2025- 5 pax (with dinner: for participants from PSA Central Office and PSA7 Field Offices)</p> <p>PSA Central Office - 2 participants                      PSA RSSO 7 - 1 participants                      PSA7 Field Offices - 2 participants</p> <p>Date: 29 May 2025 (Regional Data Dissemination Forum)</p> <p>***3 pax (full board: with AM &amp; PM snacks, breakfast, lunch, and dinner for participants from PSA Central Office, PSA RSSO7) and</p> <p>***2 pax (with AM &amp; PM snacks, breakfast, and lunch only without dinner for participants from PSA7 PSA Field Offices)</p> <p>Note: AM and PM Snacks and Lunch will be served at the venue for the Regional Data Dissemination Forum</p> <p>Check-out:                      ***29 May 2025- 2 pax (for PSA7 Field Offices with meals specified above)                      ***30 May 2025- 3 pax (with breakfast: for participants from PSA Central Office and RSSO7)</p> <p>LIVE-OUT Participants (75 pax)</p> <p>Date: 29 May 2025 (Regional Data Dissemination Forum)</p> <p>***75 pax live-out (with AM snacks and Buffet lunch) and</p> <p>***5 pax live-in ( AM and PM Snacks and Lunch will be served together with the live-out participants)</p> <p>Note: Total of 80 pax for the Regional Forum</p> <p>Overall No. of pax: 80 pax</p> <p>Function Room Requirement:</p> <ol style="list-style-type: none"> <li>1. Sound proof/free from unnecessary noise</li> <li>2. Capacity of the Function room shall accommodate 80 pax with social distancing (please indicate the name of the function room)</li> </ol>	1	99,100.00	99,100.00

Note:

- Usage time : (29 May 2025)

\* 7:00 am to 3:00 pm

3. No pillars/columns blocking the stage

4. Free use of sound system, podiums, 2 (two) projectors, two (2) projector screens and at least four (4) microphones preferably wireless

5. Free use of LED wall

6. Audible/operational sound system

7. Provision of flag

8. Free tarpaulin/backdrop, size: should not be less than 8 ft. x 10 ft. or proportionate to the function room

9. Inclusive of electricity charges for use of laptops, projector and other equipment

10. With strong WIFI connection 100-200 mbps(Pls. indicate Wifi connection speed upon submission of quotation)

11. Room arrangement-round table/Classroom type

12. Standby service crew/waiter and technician(indicate no. of service crew and technician)

13. Provision of Secretariat's table (3 pax)

**Food Requirements**

1. Buffet/Complimentary breakfast with drinks for the live-in PSA personnel

2. Buffet Lunch during the event

3. Dinner for the live-in PSA personnel

4. AM snacks with drinks for all participants and PM snacks for the live in PSA personnel

5. Lunch and dinner include : rice, 1 soup, 1 appetizer, 3 main courses (preferably not oily and creamy foods and no cream dory for fish), dessert & healthy drinks(preferably fresh fruit juices)

6. Free flowing coffee, tea, milo and purified drinking water in the function room during the event

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 - 6:00 AM

\*\*\*\*AM snacks - 10:00 AM

\*\*\*\*Lunch - 11:30 NN

\*\*\*\*PM snacks - 3:00 PM

\*\*\*\*Dinner - 6:00 PM

**9. Meals**

**LIVE-IN Participants (9 pax)**

**Check-in:**

\*\*\*\*28 May 2025 - 5 pax (with dinner: for participants from PSA Central Office, PSA RSSO 7 and PSA7 Field Offices)

PSA Central Office- 2 participants

PSA RSSO 7 - 1 participants

PSA7 Field Offices- 2 participants

**Date: 29 May 2025 (Regional Data Dissemination Forum)**

\*\*\*\*3 pax (full board: with AM & PM snacks, breakfast, lunch, and dinner for participants from PSA Central Office, PSA RSSO7) and

\*\*\*\*2 pax (with AM & PM snacks, breakfast, and lunch only without dinner for participants from PSA7 PSA Field Offices)

**Note: AM and PM Snacks and Lunch will be served at the venue for the Regional Data Dissemination Forum**

	<p><b>Check-out:</b>                  ***29 May 2025- 2 pax (for PSA7 Field Offices with meals specified above)                  ***30 May 2025- 3 pax (with breakfast: for participants from PSA Central Office and PSA RSSO7)</p> <p><b>LIVE-OUT Participants (75 pax)</b>                  Date: 29 May 2025 (Regional Data Dissemination Forum)                  ***75 pax live-out (with AM snacks and Buffet lunch) and                  ***5 pax live-in (AM and PM Snacks and Lunch will be served together with the live-out participants)                  Note: Total of 80 pax for the regional forum</p> <p>10. Attach menu upon submission of quotation/bid form                  11. No use of plastic for the utensils (spoon &amp; fork, drinking straw, stirrers, cups, &amp; plates)</p> <p><b>Room Requirements:</b></p> <ol style="list-style-type: none"> <li>1. Preferably with free wifi access</li> <li>2. Provision of free drinking water and toiletries and towels</li> <li>3. Spacious, tidy and clean</li> </ol> <p><b>4. Room types:</b></p> <ul style="list-style-type: none"> <li>* 3 single occupancy</li> <li>* 1 double occupancy, separate beds</li> </ul> <p><b>Other requirements:</b></p> <ol style="list-style-type: none"> <li>1. Must observe the minimum health protocol.</li> <li>2. Free parking space (at least 12 slots)</li> <li>3. Free use of amenities and other facilities</li> <li>4. Continuous water supply and accessible comfort rooms</li> <li>5. Accessible emergency exit and alarm, and standby fire extinguisher or automatic sprinkler</li> <li>6. Provision of janitorial and maintenance services</li> <li>7. Good ambience to promote learning</li> <li>8. Adequate security service (24/7)</li> <li>9. Requirements for Emergency in case of fire, earthquake, and present this at the start of event</li> <li>10. Availability of trained staff that can address health concerns</li> <li>11. With standby generator</li> </ol> <p><b>Mode of Payment: SEND BILL Arrangement or 15-30 working days after receipt of the billing statement.</b>  <b>Price quotation/s validity: Must be valid for a period of thirty (30) calendar days from the date of submission.</b>                  PR# 0700-2025-05-036-(RSSO-SOCD)</p>	
<b>Amount in Words:</b>	<b>NINETY-NINE THOUSAND ONE HUNDRED PESOS ONLY</b>	<b>99,100.00</b>
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 items.		
Conforme:	 Signature over Printed Name of Supplier <u>May 27, 2025</u> Date	Very truly yours,  Digitally signed by Wilma A. Perante <b>WILMA A. PERANTE</b> OIC-Regional Director <u>05/26/25</u> Date
Fund Cluster : <input checked="" type="checkbox"/> 01-Regular Fund <input type="checkbox"/> 07-Trust Fund Funds Available : _____	 Digitally signed by <b>ISABEL H. SATO</b> Accountant	ORS/BURS No. : 02-101101-2025-05-0273 Date of the ORS/BURS: 26 May 2025  Amount : _____ <span style="float: right;"><u>99,100.00</u></span>

