



Reference No.: 2023RSSO07-1104

## NOTICE TO PROCEED

15 December 2023

**MS. ESTRELLITA VELASQUEZ**

Sales Manager  
Golden Prince Hotel & Suites  
Archbishop Reyes, Lahug, Cebu City

Dear Ms. Velasquez:

Per approved Purchase Order with number **0700-PO2023-11-192** which was agreed upon by you as Authorized Representative, notice is hereby given to **Golden Prince Hotel & Suites** that the delivery of the items/services listed below may proceed for the project entitled, **"Venue with Accommodation and Food (AM & PM snacks, buffet breakfast, buffet lunch and buffet dinner) during the 4th Quarter 2023 Regional Data Review (RDR) for Agricultural Statistics on 18-20 December 2023"** with a total contract price of **TWO HUNDRED TWENTY-TWO THOUSAND PESOS ONLY (PHP 225,000.00)**.

<i>Item/Description</i>	<i>Quantity</i>
<b><u>Venue with Accommodation and Food (AM &amp; PM snacks, buffet breakfast, buffet lunch and buffet dinner) during the 4th Quarter 2023 Regional Data Review (RDR) for Agricultural Statistics on 18-20 December 2023</u></b>	1 lot
<b>Number of Pax: 35 live-in</b> <b>Check in:</b> 17 December 2023 - 13 pax (with dinner & accommodation) participants from Bohol, Neg.Or. & Siquijor 18 December 2023 - 22 pax (with breakfast, AM & PM snacks, lunch & dinner) participants from RSSO 7 & Cebu" 04 December 2023: 100 pax with AM and PM snacks, buffet lunch) <b>Check-out:</b> 20 December 2023 - 22 pax (with breakfast, AM & PM snacks, lunch & Dinner) participants from RSSO 7 & Cebu	

21 December 2023 - 13 pax (with breakfast) participants from Bohol, Neg.Or. & Siquijor)

**Function Room Requirement:**

1. Five (5) function rooms with projectors (1 for plenary that can accommodate 35 pax and 4 rooms for break-out session that can accommodate 7-8 pax), spacious and can accommodate the participants with social distancing.
2. With available thermal scanner at the venue
3. Soundproof/free from unnecessary noise
4. No pillars/columns blocking the stage
5. Free use of sound system, podiums, projectors, projector screens and microphones preferably wireless
6. Audible/operational sound system
7. Provision of flag
8. Inclusive of electricity charges for use of laptops, projector and other equipment
9. Preferably with strong internet connection (100-200mbps)
10. Room arrangement-classroom type
11. One (1) standby service crew/waiter and technician
12. Function room can accommodate comfortably the participants with social distancing.

**Food Requirements:**

1. Buffet (breakfast, lunch & dinner)
2. AM and PM snacks with drinks
3. Meals include rice, 1 soup, 1 appetizer, 3 main courses, dessert & healthy drinks (preferably fresh fruit juices) placed in a dispenser or pitchers for self-service of participants.
4. Free flowing coffee, tea, milo and purified drinking water in the function room
5. Provision of chips, candies, and mixed nuts during the entire function.
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. 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



Management System  
ISO 9001:2015  
www.tuv.com  
DE 0130040001



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www.psa.gov.ph



**Notice to Proceed**  
01 December 2023

4. Daily room make-up 5. Daily change of towels <b>6. Room types:</b> *** single occupancy *** double occupancy, separate beds *** triple occupancy, separate beds (Note: Depending on the rooming list)	
<b>Other Requirements:</b> <ol style="list-style-type: none"><li>1. Must observe the minimum health protocol.</li><li>2. Free use of amenities and other facilities</li><li>3. Continuous water supply and accessible comfort rooms</li><li>4. Accessible emergency exit and alarm, and standby fire extinguisher or automatic sprinkle</li><li>5. Provision of janitorial and maintenance services</li><li>6. Good ambience to promote learning.</li><li>7. Adequate security service (24/7)</li><li>8. Availability of trained staff that can address health concern.</li><li>9. With standby generator</li><li>10. Free parking space (at least 5 slots)</li></ol>	

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Agreement and in accordance with the scheduled deliveries.

Please acknowledge receipt and acceptance of this notice by signing the spaces provided below. Sign two copies and send one copy to the Philippine Statistics Authority-RSSO VII.

Very truly yours,

  
**ARIEL E. FLORENDO**  
Regional Director  
PSA RSSO VII

I acknowledge receipt of this Notice on DEC. 15, 2023

Name of the Representative of the Bidder: ESTRELLITA VELASQUEZ

Authorized Signature: 