

Reference No.:2025RSSO07-431

NOTICE TO PROCEED

23 May 2025

MS. ESTRELLITA VELASQUEZ
Sales Manager
GOLDEN PRINCE HOTEL & SUITES
Acacia Street, corner Archbishop Reyes Ave.
Cebu City, Cebu



Dear **Ms. Velasquez**,

Per the signed Contract Agreement dated **22 May 2025** which was agreed upon by you as Authorized Representative, notice is hereby given to **GOLDEN PRINCE HOTEL & SUITES** that the delivery services listed below may proceed for the project entitled, **"Procurement of Lease of Venue with Accommodation and Food (AM & PM snacks, buffet breakfast, buffet lunch, and buffet dinner) during the Third Level Training on 2024 Annual Survey of Philippine Business and Industry (ASPBI) and 2024 Survey of Information and Communications Technology (SICT) Data Processing on 26-30 May 2025 of PSA Cebu"**, with a total contract price of **"EIGHTY-FIVE THOUSAND PESOS ONLY(PHP 85,000.00)"**.

Item/Description	Quantity
<u>Procurement of Lease of Venue with Accommodation and Food (AM & PM snacks, buffet breakfast, buffet lunch, and buffet dinner) during the Third Level Training on 2024 Annual Survey of Philippine Business and Industry (ASPBI) and 2024 Survey of Information and Communications Technology (SICT) Data Processing on 26-30 May 2025</u>	1 LOT
"Total Number of pax: 20 pax/day for 5 days Date: 26-30 May 2025"	
"Accommodation with complimentary breakfast for one (1) CO personnel Check-in date: 25 May 2025 Check-out date: 31 May 2025" -Accommodation with complimentary breakfast -Buffet Dinner	1.1
"Venue with Food (with buffet lunch, and AM & PM snacks) Duration: 26-30 May 2025 Number of pax: 20 pax"	1.2



- AM Snacks
- Lunch
- PM Snacks

Venue: Within Cebu City

Function Room Requirement:

1. Soundproof/free from unnecessary noise
- "2. Spacious and can comfortably accommodate 40 participants per function room with social distancing

Note: Usage time - 6:00 am to 8:00 pm "

3. No pillars/columns blocking the stage
4. Free use of sound systems, podiums, projectors, projector screens, and microphones (preferably wireless)
5. Audible/operational sound system
6. Provision of flag
7. Inclusive electricity charges for the use of laptops, desktops, projectors, and other equipment
8. Should have a strong internet connection (at least 100 mbps redundancy) (Pls. indicate Internet connection speed upon submission of quotation)
9. Classroom-type room arrangement (2 function rooms)
10. One (1) standby service crew/waiter and technician for each function room

Food Requirements:

1. Buffet breakfast, lunch and dinner
2. AM and PM snacks - no softdrinks and no powdered juice.
3. Meals include rice, 1 soup, 1 appetizer, 3 main courses, dessert & healthy drinks (preferably fresh fruit juices). Fish should not be cream dory.
4. Free flowing coffee, tea, milo 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
6. Serving food time:
 - ****Breakfast - 6:30 AM
 - ****AM snacks - 10:00 AM
 - ****Lunch - 12:00 NN
 - ****PM snacks - 3:00 PM
 - ****Dinner - 5:00 to 6:00 PM
7. 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:
*** double occupancy, separate beds
- Other requirements:
 1. Must observe the minimum health protocol
 2. Free parking space (at least 5 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. Requirements for an emergency in case of fire and earthquake, which will be presented at the start of the event
 10. Availability of trained staff that can address health concerns
 11. With standby generator
 12. Must obtain at least 90% rating (Table Rating Factor)

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.

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,

Digitally signed by

Perante Wilma

Abarrosa

WILMA A. PERANTE

Director II

Officer-in-Charge

I acknowledge receipt of this Notice on May 23, 2025

Name of the Representative of the Bidder: ESTRELLITA VELASQUEZ

Authorized Signature: [Signature]



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

Telephone: (032) 412-6794

Website: rso07.psa.gov.ph * email address: rso07@psa.gov.ph