

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

Supplier :	CEBU BUSINESS HOTEL		P.O. No. : 0722-PO2024-12-171		
Address :	Colon Cor. Junquera St., Cebu City		Date : 12-December-2024		
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 :		CEBU BUSINESS HOTEL	Delivery Term : Full Delivery per Day		
Date of Delivery :		19-21 December 2024	Payment Term : Within 30 working days after receipt of the billing statement		
Stock/ Property	Unit	Description	Quantity	Unit Cost	Amount
1	LOT	Venue with Food (AM & PM Snacks, buffet breakfast, buffet lunch and buffet dinner) for the 2025 Provincial Planning Workshop (PPW) and Strategic Assessment of the conduct of various Agricultural Statistical Surveys (Agstat Surveys) Operations and other Statistical Activities in Cebu Provincial Statistical Office on 19-21 December 2024	1	176,400.00	176,400.00
		Venue: within Cebu City			
		Total Number of Pax: 75 pax			
		For Regular Employees/ Focal Persons (2 days)			
		Number of Pax: 36 pax/day			
		December 19 and 20, 2024 - Venue with Food (Buffet Breakfast, Lunch and Dinner and AM and PM snacks) for 36 pax per day for 2 days.			
		Regular employees and additional participants			
		Number of Pax: 75 pax			
		December 21, 2024 - Venue with Food (Buffet Breakfast, Lunch, and Dinner and AM & PM snacks) for 75 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:			

		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. Attach menu upon submission of the bid form			

	10. 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			
	5. Must obtain at least 90% of the factor value rating			
	6. Mode of Payment: SEND BILL Arrangement or 15-30 working days after full delivery			
	7. Price quotation/s validity: Must be valid for a period of thirty (30) calendar days from the date of submission.			
	PHILGEPS REGISTRATION			
	MAYOR'S PERMIT			


PR#: 0722-2024-11-135 (PSA-CEBU)


Amount in Words:	ONE HUNDRED SEVENTY-SIX THOUSAND FOUR HUNDRED PESOS ONLY	176,400.00
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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:

CLARENCE MAE DABBAY
 Signature over Printed Name of Supplier
 12/12/24
 Date

Very truly yours,

ARIEL E. FLORENDO
 Regional Director
 Date

01-Regular Fund
 Fund Cluster: // 07-Trust Fund
 Funds Available : _____

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

ORS/BURS No. : 02-10101-24-12-3936
 Date of the ORS/BURS: 12/27/24
 Amount : 176,400