

PAT/COA

**PURCHASE ORDER**  
**PHILIPPINE STATISTICS AUTHORITY**  
 Gaisano Capital South Bldg., Colon St., Cebu City

Supplier: <b>PANDA TEA GARDEN SUITES</b>	P.O. No. : <b>0700-PO2023-01-004</b>
Address: <b>J.C Clarin St., Tagbilaran City, Bohol</b>	Date : <b>20 January 2023</b>
TIN: <b>119-247-179-015</b>	Mode of Procurement : <b>LEASE OF VENUE</b>

Gentlemen:  
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: <b>Panda Tea Garden &amp; Suites</b> <b>J.C Clarin St., Tagbilaran City, Bohol</b>	Delivery Term : <b>per Day</b>
Date of Delivery: <b>23-27 January 2023</b>	Payment Term : <b>Within 30 working days after receipt of the billing statement</b>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	LOT	<b>Venue including Meals (AM &amp; PM snacks, lunch) during the Training on RA 9184 and Learning Session on Improving Procurement Process on 23-25 January 2023 and Strategic Performance Management System (SPMS) Learning Session/Workshop (Sub-PMT TWG) on 26-27 January 2023</b>	1	65,065.00	65,065.00
1.1	pax	Venue including Meals (AM & PM snacks, lunch) during the Training on RA 9184 and Learning Session on Improving Procurement Process on 23-25 January 2023  *23 January 2023 Number of pax: 30 pax Meals: Lunch & PM Snacks  *24 January 2023 Number of pax: 30 pax Meals: AM & PM snacks, lunch  *25 January 2023 Number of pax: 35 pax Meals: AM & PM snacks, lunch	1		
1.2		Venue including Meals (AM & PM snacks, lunch) during the Workshop of the Strategic Performance Management System (SPMS) Learning Session/Workshop (Sub-PMT TWG) on 26-27 January 2023  *26 January 2023 Number of pax: 24 pax Meals: Lunch, AM & PM snacks  *27 January 2023 (Afternoon) Number of pax: 24 pax Meals: Lunch, AM snacks  Function Room Requirement: 1. Sound proof/free from unnecessary noise 2. One (1) function room, spacious and can accommodate the stated number of participants following social distancing and minimum health protocols. 3. No pillars/columns blocking the stage  4. Use of function room: *23 January: 1:00 PM-9:00 PM *24 January: 7:00 AM-9:00 PM *25 January: 7:00 AM-9:00 PM *26 January: 7:00 AM-9:00 PM *27 January: 7:00 AM-12:00 NN  5. Free use of sound system, projector, projector screen and microphones (at least three microphones, preferably wireless)	1		



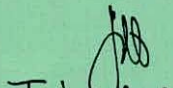
6. Audible/operational sound system
  7. Provision of flag
  8. Inclusive of electricity charges for use of laptops, projector and other equipment\*
  9. Must have a strong WIFI connection ( \_\_\_mbps)
  10. Room arrangement-classroom type
  11. Standby service crew/waiter and technician
  12. Provision of Secretariat's table (2 pax)
- Food Requirement:
1. Buffet lunch
  2. Meal include rice, 1 soup, 1 appetizer, 3 main courses, dessert & healthy drinks(preferrably fresh fruit juices)
  3. Free flowing coffee or tea or milo and purified drinking water in the function room
  4. Provision of candies and mixed nuts during the entire function.
  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 time of food:  
 \*\*\*\*AM snacks - 10:00 AM  
 \*\*\*\*Lunch - 12:00 NN  
 \*\*\*\*PM snacks - 3:00 PM
- Other Requirements:
1. Free parking space (at least 2 slots)
  2. Free use of amenities and other facilities
  3. Proximity to Police and Fire Stations
  4. Proper waste management system such as regular garbage collection and with Sanitary Permit from appropriate authority
  5. Continuous water supply and accessible comfort rooms
  6. Accessible emergency exit and alarm, and standby fire extinguisher or automatic sprinkler
  7. Provision of janitorial and maintenance services
  8. Ambience promotes learning
  9. Adequate security service (24/7)
  10. Not near casinos/pleasure districts
  11. Requirements for Emergency in case of fire, earthquake, and present this at the start of event
  12. Availability of trained staff that can address health concerns
  13. With standby generator
  14. Must obtain at least 90% of the factor value rating
  15. With available thermal scanner at the training venue
- Mode of Payment: SEND BILL Arrangement or 15-30 working days after receipt of the billing statement  
 Price quotation/s validity: Must be valid for a period of thirty (30) calendar days from the date of submission.

PR # 0700-2023-01-008 (RSSO-CRASD)


Amount in Words: **SIXTY FIVE THOUSAND SIXTY FIVE PESOS ONLY** 65,065.00

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:


  
**Trinidad B. Bayon**  
 Signature over Printed Name of Supplier  
 1/25/23  
 Date

Very truly yours,

  
**ARIEL E. FLORENDO**  
 Regional Director  
 20 January 2023  
 Date

Fund Cluster :  01-Regular Fund  
 07-Trust Fund

Funds Available : \_\_\_\_\_

  
**ISABEL H. SATO**  
 Accountant

ORS/BURS No. : -101101-2023-

Date of the ORS/BURS: \_\_\_\_\_  
 Amount : \_\_\_\_\_