

Supplier: <b>SIERRA HOTEL</b>	P.O. No. : <b>0700-PO2024-03-025</b>
Address: <b>Barangay Piapi, Dumaguete City</b>	Date : <b>21 March 2024</b>
TIN: <b>235-923-073-000 (VAT)</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>SIERRA HOTEL, Barangay Piapi, Dumaguete City</b>	Delivery Term : <b>Per Day</b>
Date of Delivery: <b>5 working days upon receipt of P.O</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	<p><b>Venue with Accommodation and Food (AM &amp; PM snacks, buffet breakfast, buffet lunch and buffet dinner) during the Second Level Training on April 2024 Labor Force Survey (LFS) on 24-26 March 2024.</b></p> <p>LIVE-IN Participants (9 pax)</p> <p>Check-in:                      ***24 March 2024-9 pax (with lunch, PM snacks, and dinner: for participants from PSA7 RSSO, and PSA7 Provincial Offices)                      PSA7 RSSO- 2 participants                      PSA7 Cebu- 2 participants                      PSA7 Bohol- 2 participants                      PSA7 Negros- 2 participants                      PSA7 Siquijor- 1 participant</p> <p>Date: 25 - 26 March 2024                      ***9 pax (full board: with AM &amp; PM snacks, breakfast, lunch, and dinner for participants from PSA7 RSSO, and PSA7 Provincial Offices)</p> <p>Check-out:                      ***27 March 2024- 9 pax (with breakfast only for participants from PSA7 RSSO, and PSA7 Provincial Offices)</p> <p>Note:                      ***24 March 2024- Training will start at 1:30 PM                      ***27 March 2024- Training will end at 11:00 AM</p> <ol style="list-style-type: none"> <li>1. Sound proof/free from unnecessary noise</li> <li>2. Spacious and can comfortably accommodate the participants with social distancing</li> </ol> <p>Note: Usage time - 6:00 am to 7:00 pm</p> <ol style="list-style-type: none"> <li>3. No pillars/columns blocking the stage</li> <li>4. Free use of sound system, podiums, projectors, projector screens, and microphones (preferably wireless)</li> <li>5. Audible/operational sound system</li> <li>6. Provision of flag</li> <li>7. Inclusive of electricity charges for use of laptops, desktops, projector, and other equipment</li> <li>8. Should have a strong internet connection (at least 100 mbps) (Pls. indicate Internet connection speed upon submission of quotation)</li> <li>9. Classroom-type room arrangement</li> <li>10. One (1) standby service crew/waiter and technician</li> </ol> <p><b>Food Requirements:</b></p> <ol style="list-style-type: none"> <li>1. Buffet breakfast, lunch, &amp; dinner</li> <li>2. AM and PM snacks - no softdrinks and no powdered juice.</li> <li>3. Meals include rice, 1 soup, 1 appetizer, 3 main courses, &amp; desserts.</li> <li>4. Free flowing coffee, tea, milo, and purified drinking water in the function room</li> <li>5. Location of the buffet table must be inside the main function room and/or outside of, but near the main function room</li> </ol>	1	56,700.00	56,700.00

**6. Serving time of food:**

- \*\*\*\*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. Meals**

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

**'Check-in:**

\*\*\*\*24 March 2024-9 pax (with lunch, PM snacks, and dinner: for participants from PSA7 RSSO, and PSA7 Provincial Offices)  
**PSA7 RSSO- 2 participants**  
**PSA7 Cebu- 2 participants**  
**PSA7 Bohol- 2 participants**  
**PSA7 Negros- 2 participants**  
**PSA7 Siquijor- 1 participant**

- 8. 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, toiletries and towels
- 3. Spacious, tidy and clean flowing the minimum health protocols
- 4. Daily room make-up
- 5. Daily change of towels
- 6. Room types:  
 \*\*\* 3 Double occupancy  
 \*\*\* 1 Triple occupancy

**Other Requirements:**

- 1. Must observe the minimum health protocol.
- 2. Free use of amenities and other facilities
- 3. Continuous water supply and accessible comfort rooms
- 4. Accessible emergency exit and alarm, and standby fire extinguisher or automatic sprinkler
- 5. Provision of janitorial and maintenance services
- 6. Good ambience to promote learning
- 7. Adequate security service (24/7)
- 8. Availability of trained staff that can address health concerns
- 9. With standby generator
- 10. Must obtain at least 90% rating (Table Rating Factor)

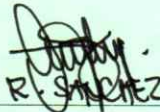
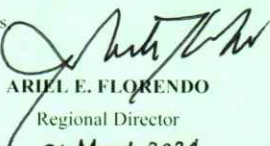
**Mode of Payment: SEND BILL Arrangement within 30 working days after receipt of the billing statement.**

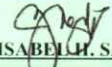
**Price quotation/s validity: Must be valid for a period of thirty (30) calendar days from the date of submission.**

**PR # 0700-2024-03-022 (RSSO-SOCD)**

<b>Amount in Words:</b>	<b>FIFTY-SIX THOUSAND SEVEN HUNDRED PESOS ONLY</b>	<b>56,700.00</b>
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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.

<p>Conforme:</p> <div style="text-align: center;">   <b>LESTER R. SANCHEZ</b>                  Signature over Printed Name of Supplier  <u>March 22, 2024</u>                  Date             </div>	<p>Very truly yours,</p> <div style="text-align: center;">   <b>ARIEL E. FLORENDO</b>                  Regional Director  <u>21 March 2024</u>                  Date             </div>
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<p><b>Fund Cluster :</b> <input checked="" type="checkbox"/> 01-Regular Fund                  // 07-Trust Fund</p> <p><b>Funds Available :</b> _____</p> <div style="text-align: center;">   <b>ISABEL L. SATO</b>                  Accountant             </div>	<p><b>ORS/BURS No. :</b> 02-101101-2024-03-0181</p> <p><b>Date of the ORS/BURS:</b> 21 March 2024</p> <p><b>Amount :</b> <span style="float: right;"><u>56,700.00</u></span></p>
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