

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

Supplier: <b>GOLDEN PRINCE HOTEL &amp; SUITES</b>	P.O. No. : <b>0700-PO2024-10-093</b>
Address: <b>Archbishop Reyes Avenue, Cebu City</b>	Date : <b>17 October 2024</b>
TIN: <b>211-745-841-000</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>GOLDEN PRINCE HOTEL &amp; SUITES, Archbishop Reyes Avenue, Cebu City</b>	Delivery Term : <b>Per Day</b>
Date of Delivery: <b>24-25 October 2024</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 including accommodation with meals during the conduct of the 2023 Full Year Poverty Statistics Regional Dissemination Forum-Central Visayas on 25 October 2024.</b></p> <p><b>LIVE-IN Participants (7 pax)</b> Check-in: ***24 October 2024- 7 pax (with dinner: for participants from PSA Central Office and PSA7 Field Offices) PSA Central Office- 4 participants PSA7 Field Offices- 3 participants Date: 25 October 2024 (Regional Data Dissemination Forum) ***4 pax (full board: with AM &amp; PM snacks, breakfast, lunch, and dinner for participants from PSA Central Office) and ***3 pax (with AM &amp; PM snacks, breakfast, and lunch only without dinner for participants from PSA7 PSA Field Offices) Note: AM and PM Snacks and Lunch will be served at the venue for the Regional Data Dissemination Forum Check-out: ***25 October 2024- 3 pax (for PSA7 Field Offices with meals specified above) ***26 October 2024- 4 pax (with breakfast: for participants from PSA Central Office) <b>LIVE-OUT Participants (68 pax)</b> Date: 25 October 2024 (Regional Data Dissemination Forum) ***68 pax live-out (with AM snacks and Buffet lunch) and ***7 pax live-in ( AM and PM Snacks and Lunch will be served together with the live-out participants) Note: Total of 75 pax for the regional forum Function Room Requirement: 1. With available thermal scanner at the venue 2. Sound proof/free from unnecessary noise 3. Capacity of the Function room shall accommodate 80 pax with social distancing (please indicate the name of the function room) 4. No pillars/columns blocking the stage 5. Free use of sound system, podiums, 2 (two) projectors, two (2) projector screens and at least four (4) microphones preferably wireless 6. Free use of LED wall 7. Audible/operational sound system 8. Provision of flag</p>	1	80,000.00	80,000.00

11. With strong WIFI connection 100-200 mbps)(Pls. indicate Wifi connection speed upon submission of quotation)

12. Room arrangement-round table

13. Standby service crew/waiter and technician(indicate no. of service crew and technician)

14. Provision of Secretarial's table (5 pax)

**Food Requirements**

1. Buffet/Complimentary breakfast with drinks for the live-in PSA personnel

2. Buffet Lunch during the event

3. Dinner for the live-in PSA personnel

4. AM snacks with drinks for all participants and PM snacks for the live in PSA personnel

5. Lunch and dinner include : rice, 1 soup, 1 appetizer, 3 main courses (preferably not oily and creamy foods and no cream dory for fish), dessert & healthy drinks(preferably fresh fruit juices)

6. Free flowing coffee, tea, Milo and purified drinking water in the function room during the event

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 - 6:00 AM

\*\*\*\*AM snacks - 10:00 AM

\*\*\*\*Lunch - 11:30 AM

\*\*\*\*PM snacks - 3:00 PM

\*\*\*\*Dinner - 6:00 PM

**9. Meals**

**LIVE-IN Participants (7 pax)**

**Check-in:**

\*\*\*24 October 2024- 7 pax (with dinner: for participants from PSA Central Office and PSA7 Field Offices)

PSA Central Office- 4 participants

PSA7 Field Offices- 3 participants

Date: 25 October 2024 (Regional Data Dissemination Forum)

\*\*\*4 pax (full board: with AM & PM snacks, breakfast, lunch, and dinner for participants from PSA Central Office) and

\*\*\*3 pax (with AM & PM snacks, breakfast, and lunch only without dinner for participants from PSA7 PSA Field Offices)

Note: AM and PM Snacks and Lunch will be served at the venue for the Regional Data Dissemination Forum

**Check-out:**

\*\*\*25 October 2024- 3 pax (for PSA7 Field Offices with meals specified above)

\*\*\*26 October 2024- 4 pax (with breakfast: for participants from PSA Central Office)

**LIVE-OUT Participants (68 pax)**

Date: 25 October 2024 (Regional Data Dissemination Forum)

\*\*\*68 pax live-out (with AM snacks and Buffet lunch) and

\*\*\*7 pax live-in (AM and PM Snacks and Lunch will be served together with the live-out participants)




Note: Total of 75 pax for the regional forum

10. Attach menu upon submission of quotation/bid form

11. No use of plastic for the utensils (spoon & fork, drinking straw, stirrers, cups, & plates)

**Room Requirements:**

1. Preferably with free wifi access

	<p><b>Other requirements:</b></p> <ol style="list-style-type: none"> <li>1. Must observe the minimum health protocol.</li> <li>2. Free parking space (at least 12 slots)</li> <li>3. Free use of amenities and other facilities</li> <li>4. Continuous water supply and accessible comfort rooms</li> <li>5. Accessible emergency exit and alarm, and standby fire extinguisher or automatic sprinkler</li> <li>6. Provision of janitorial and maintenance services</li> <li>7. Good ambience to promote learning</li> <li>8. Adequate security service (24/7)</li> <li>9. Requirements for Emergency in case of fire, earthquake, and present this at the start of event</li> <li>10. Availability of trained staff that can address health concerns</li> <li>11. With standby generator</li> <li>12. Must obtain at least 90% of the factor value rating</li> </ol> <p><b>Mode of Payment: SEND BILL Arrangement or 15-30 working days after receipt of the billing statement.</b></p> <p><b>Price quotation/s validity: Must be valid for a period of thirty (30) calendar days from the date of submission.</b></p> <p><b>PR # 0700-2024-10-068 (RSSO-SOCD)</b></p>		
<b>Amount in Words:</b>	<b>EIGHTY THOUSAND PESOS ONLY</b>		<b>80,000.00</b>
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:	<div style="text-align: center;">                       ESTRELLITA VELASQUEZ                      Signature over Printed Name of Supplier                      21 October 2024      <u>Oct. 21, 2024</u>                      Date                 </div>	Very truly yours,	<div style="text-align: center;">                       ARIEL E. FLORENDO                      Regional Director  <u>17 October 2024</u>                      Date                 </div>
Fund Cluster : <input checked="" type="checkbox"/> 01-Regular Fund <input type="checkbox"/> 07-Trust Fund  Funds Available : _____	 <b>ISABEL H. SATO</b> Accountant	ORS/BURS No. : 02-101101-2024-10-0651 Date of the ORS/BURS: 17 October 2024  Amount : _____	<b>80,000.00</b>