



PURCHASE ORDER

PHILIPPINE STATISTICS AUTHORITY



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

Supplier :	GOLDEN PRINCE HOTEL & SUITES	P.O. No. : 0722-PO2025-05-050
Address :	Archbishop Reyes Ave., Cebu City	Date : 22 May, 2025
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 :		GOLDEN PRINCE HOTEL & SUITES	Delivery Term : Full Delivery per Day		
Date of Delivery :		26-30 May 2025	Payment Term : Within 30 working days after receipt of the billing statement		
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	Lease of Venue with Accomodation 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	1	85,000.00	85,000.00
1.1		Accomodation with complementary breakfast for one (1) CO personnel Check-in date: 25 May 2025 Check-out date: 31 May 2025			
	pax	-Accomodation with complementary breakfast	6		
	pax	-Buffet Dinner	6		
1.2		Venue with Food (with buffet lunch, and AM & PM snacks) Duration: 26-30 May 2025 Number of pax: 20 pax			
	pax	-AM Snacks	100		
	pax	-Lunch	100		
	pax	-PM Snacks	100		
		Venue: Within Cebu City			
		Function Room Requirement:			
		1. Sound proof/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 audio and system, podiums, projectors, projector screens, and microphones (preferably wireless)			
		6. Provision of flag			
		5. Audible/operational sound system			
		7. Inclusive of electricity charges for use of laptops, desktops, projector, 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 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. 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:			

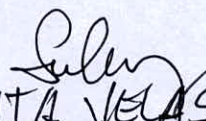
		*** double occupancy, separate beds			
		Other requirements:			
		1. Must observe the minimum health protocol			
		2. Free parking space (at least 5 slots)			
		3. Free use of amenities and other facilities			
		4. Continuous water supply and accessible comfort rooms			
		5. Accessible emergency exit 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.			
		PHILGEPS REGISTRATION			
		MAYOR'S PERMIT			

PR#: 0722-2025-05-055 (PSA-CEBU)


Amount in Words:	EIGHTY-FIVE THOUSAND PESOS ONLY	85,000.00
------------------	--	------------------

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:


ESTRELITA VELASCO
 Signature over Printed Name of Supplier

Very truly yours,


WILMA A. PERANTE
 Regional Director

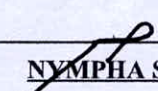
 Date

 Date

☒ **01-Regular Fund**

Fund Cluster : **// 07-Trust Fund**

Funds Available : _____


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

ORS/BURS No. : _____

Date of the ORS/BURS: _____

Amount : _____