

Supplier: <b>GOLDEN PRINCE HOTEL &amp; SUITES</b>			P.O. No. : <b>0700-PO2024-04-028</b>		
Address: <b>Archbishop Reyes Avenue, Cebu City</b>			Date : <b>18 April 2024</b>		
TIN: <b>211-745-810-00</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>25 April 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	<b>2021-2023 Regional Accounts of the Philippines News Conference on 25 April 2024</b>	1	85,000.00	85,000.00
1.1	PAX	<b>Venue including Accommodation and Food during the 2021-2023 Regional Accounts of the Philippines News Conference on 25 April 2024</b>  Live-in: 5 pax/day (2 CO Personnel and 3 PSOs) <b>Check in: 24 April 2024 with dinner</b> <b>Check out: 26 April 2024 with breakfast</b> <b>Food Requirements</b> 1. Buffet Breakfast, lunch and dinner 2. AM and PM snacks with drinks 3. Meals include: rice, 1 soup, 1 appetizer, 2 main courses, dessert & healthy drinks (preferably fresh fruit juices) 4. Serving time of food: **** Complimentary Breakfast - 7:00 AM **** Dinner- 6:00 PM 5. Attach menu upon submission of quotation/bid form 6. No use of single use plastic for the utensils (spoon & fork, drinking straw, stirrers, cups, & plates) <b>Room Requirements:</b> 1. Preferably with free WIFI access 2. Daily provision of free bottled water, coffee, tea and toiletries 3. Spacious, tidy and clean 4. Daily room make-up 5. Daily change of towels 6. Room types: **single/double occupancy, separate beds Note: depending on the rooming list	5		
1.2	UNIT	<b>Rental of LED Wall</b>	1		
1.3	PAX	<b>Venue including Food during the Simultaneous news conference for the 2023 Report on the Regional Economic Performance of Central Visayas on 25 April 2024</b>  Live-out: 60 pax <b>Function Room Requirement:</b> 1. Sound proof/free from unnecessary noise 2. Complimentary use of one or more function rooms, spacious with social distancing Note: - Usage time - 7:00am to 3:00pm 3. No pillars/columns blocking the stage 4. Free use of sound system, podiums, projectors , projector screens and at least four (4) microphones preferably wireless 5. Audible/operational sound system 6. Provision of flag 7. Free welcome tarp (5 ft. x 8 ft.) Note: Layout will be provided by PSA 8. Inclusive of electricity charges for use of laptops, projector and other equipment 9. Preferably with strong WIFI connection (150 mbps) (Pls. indicate WIFI connection speed upon submission of quotation) 10. Standby service crew/waiter and technician (indicate no. of service crew and technician) <b>Food Requirements</b> 1. Buffet Lunch 2. AM snacks with drinks 3. Meals include: rice, 1 soup, 1 appetizer, 3 main courses, dessert & healthy drinks (preferably fresh fruit juices)	60		

Note: As per the arrangement of the participants

- a. Drinks will be served
- b. A juice dispenser will be provided in the venue
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:  
 \*\*\*\*AM snacks - 10:00 AM  
 \*\*\*\* Buffet Lunch - 12:00 NN
7. Attach menu upon submission of quotation/bid form (optional)
8. No use of single use plastic for the utensils (spoon & fork, drinking straw, stirrers, cups, & plates)

**Other requirements:**

1. Must observe the minimum health protocol.
2. Free parking space (at least 6 slots)
3. Free use of amenities and other facilities
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. Requirements for Emergency in case of fire, earthquake, and present this at the start of event
9. Availability of trained staff that can address health concerns
10. With standby generator
11. Must obtain at least 90% of the table rating factor

**Mode of Payment: SEND BILL Arrangement or 15-30 working days after receipt of the billing statement.**

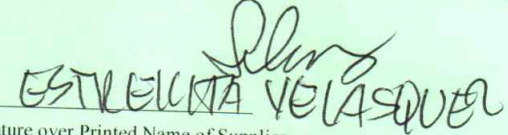
**Price quotation/s validity: Must be valid for a period of thirty (30) calendar days from the date of submission.**

PR # 0700-2024-04-026 (RSSO-SOCD)


<b>Amount in Words:</b>	<b>EIGHTY-FIVE THOUSAND PESOS ONLY</b>	<b>85,000.00</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.

Conforme:


  
 ESTRELLITA VELASQUEZ  
 Signature over Printed Name of Supplier  
 April 18, 2024  
 Date

Very truly yours,

  
 ARIEL E. FLORENDO  
 Regional Director  
 18 April 2024  
 Date

**Fund Cluster :**  01-Regular Fund  
 07-Trust Fund

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

  
 ISABEL H. SATO  
 Accountant

**ORS/BURS No. :** 02-101101-2024-04-0230

**Date of the ORS/BURS:** 18 April 2024

**Amount :** \_\_\_\_\_ 85,000.00