

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

Supplier: <u>VISTA MAR BEACH RESORT & COUNTRY CLUB</u>	P.O. No. : <u>0700-PO2023-11-177</u>
Address: ; <u>Dap-dap, Mactan Lapu- Lapu City, Cebu</u>	Date : <u>18 November 2023</u>
TIN:004-263-589-000 vat	Mode of Procurement : <u>LEASE OF VENUE</u>

Gentlemen:

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

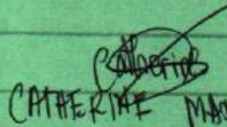
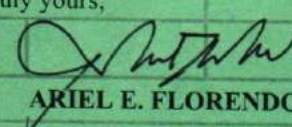

Place of Delivery: <u>VISTA MAR BEACH RESORT & COUNTRY CLUB, Dap-dap, Mactan Lapu- Lapu City, Cebu</u>	Delivery Term : <u>20,21,22,23,24&25 November 2023</u>
Date of Delivery: <u>20,21,22,23,24&25 November 2023</u>	Payment Term : <u>Within 15 working days after the receipt of the billing statement</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		<p>Venue including Room Accommodation and Meals (AM & PM snacks and buffet breakfast, lunch and dinner) during the Back to Back 2025 Budget Preparation Workshop and RBAC Refresher Course on Procurement on 20 -22 November 2023, 2023 Regional Planning Workshop on 22 - 24 November 2023 and 2023 General Assembly on 25 November 2023 of Philippine Statistics Authority Region 7</p> <p>*2025 Budget Preparation Workshop and RBAC Refresher course on Procurement -47 pax</p> <p>1 Venue - good for 27 pax BAC</p> <p>1 Venue - good for 20 pax Budget</p> <p>Detailed Schedule of Activity:</p> <p>20 November - 12:00 NN to 9:00 pm</p> <p>21 November - 6:30 am to 9:00 pm</p> <p>22 November - 8:00 am to 12 NN</p> <p>Check in: 20 November 2023</p> <p>Check out: 22 November 2023</p> <p>*Check in: 20 November 2023 (buffet lunch, PM snacks, and dinner good for 47 pax)</p> <p>*2023 Regional Planning Workshop- 68 pax (22-24 November 2023)</p> <p>22 November - 12 NN to 9:00 pm</p> <p>23 November - 6:30 am to 9:00 pm</p> <p>24 November - 6:30 am to 12 NN</p> <p>Check in: 22 November 2023</p>			1,680,000.00

		Check out: 24 November 2023			
		*Check in: 22 November 2023 (buffet lunch 21 pax) PM snacks, and buffet dinner good for 68 pax)			
		*2023 General Assembly 223 pax (25-26 November 2023)			
		Check in: 24 November 2023			
		Check out: 26 November 2023			
		*Check in: 24 November 2023 (buffet lunch, PM snacks, and buffet dinner good for 223 pax)			
		Function Room Requirement:			
		1. Sound proof/free from unnecessary noise			
		2. Complimentary use of two (2) function rooms, spacious and can accommodate the number of participants specified below with social distancing: a) 47 pax on 20-22 November 2023 1 (one) function room - 27 pax BAC 1 (one) function room - 20 pax Budget Usage time: 20 November 2023 - 12:00NN to 9:00PM 21 November 2023 - 6:30AM to 9:00PM 22 November 2023 - 8:00AM TO 12:00NN			
		b) 68 pax from 22-24 November 2023			
		c) 223 pax for 25 November 2023 - 1(one) function room for the General Assembly for RSSO 7 th Usage time: (12:00nn - 8:00pm)			
		d. Functions rooms (preferably adjacent rooms) on 25 November 2023 for breakout sessions that can accommodate: - 1 (one) function room good for 223 pax (6:00am - 11:00pm)- as the main function room - 2 (two) function rooms for breakout sessions (8:00am - 12:00nn)			
		e. 1 (one) function room on 25 November 2023 that can accommodate 223 pax for meals purposes only, if meals will not be served at the hotel restaurant Usage time: (6:00am -10am)			
		4. No pillars/columns blocking the stage			

	<p>5. Free use of sound system, podiums, projectors , projector screen and microphones (preferably wireless)</p> <p>Note:</p> <p>*2 projectors and projector screens on 22-24 November 2023 for the Regional Planning Workshop</p>			
	<p>*at least 3 (three) microphones on 22-24 November 2023 for the Regional Planning Workshop</p> <p>*at least 6 (six) microphones 25 November 2023 (at least 2 microphones per function room)</p>			
	6. Audible/operational sound system			
	7. Provision of flag			
	8. Free two (2) tarpaulins/backdrop, size: should not be less than 8 ft. x 10 ft. or proportionate to the function room			
	9. Inclusive of electricity charges for use of laptops, projector and other			
	10. With strong WIFI connection			
	11. Room arrangement-classroom type			
	12. Standby service crew/waiter and technician(indicate no. of service crew and technician)			
	13. Provision of Secretariat's table (4 pax) for each function room			
	Food Requirements			
	1. Buffet breakfast include rice, 3 main course, fresh fruits, and drinks			
	2. Buffet lunch and dinner with drinks			
	3. AM and PM snacks with drinks			
	4. Lunch and dinner include : rice, 1 soup, 1 appetizer, 3 main courses, dessert & healthy drinks(preferably fresh fruit juices)			
	5. Free flowing coffee, tea, milo and purified drinking water in the function room			
	6. Provision of candies and mixed nuts during the entire function.			
	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 - 12:00 NN			
	****PM snacks - 3:00 PM			
	****Dinner - 6:00 PM			
	9. No use of plastic for the utensils (spoon & fork, drinking straw, stirrers, cups, & plates)			

		Room Requirements:		
		1. Preferably with free wifi access		
		2. Provision of free drinking water and toiletries and towels		
		3. Spacious, tidy and clean		
		4. Room types (preferably separate beds):		
		20 - 22 November 2023(BAC and Budget Back o Back) - 2 nights		
		- 1 room (single occupancy)		
		- 20 rooms (double occupancy)		
		- 2 rooms (triple occupancy)		
		22-24 November 2023(RPW Participants) - 3 nights		
		- 4 rooms (single occupancy)		
		- 26 rooms (double occupancy)		
		- 4 rooms (triple occupancy)		
		***24-25 November 2023 (General Assembly Participants) -		
		- 4 rooms (single occupancy)		
		- 26 rooms (double occupancy)		
		- 56 rooms (triple occupancy)		
		Note: Number of rooms per type of occupancy and participants are subject to change and rooming list will be provided by the office.		
		Other requirements:		
		1. With venue for the teambuilding activities (preferably outdoor)		
		2. Free parking space (at least 10 slots)		
		3. Free use of amenities and other facilities		
		4. Proximity to Police and Fire Stations		
		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. Good ambience to promote learning		
		9. Adequate security service (24/7)		
		10. Availability of trained staff that can address health concerns		
		11. With standby and functional generator		
		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# 0700-2023-10-091 (PSA-CEBU)			
Amount in Words:	ONE MILLION SIX HUNDRED EIGHTY THOUSAND PESOS ONLY			1,680,000.00
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:			Very truly yours,	
	 CATHERINE MANALO		 ARIEL E. FLORENDO	
	Signature over Printed Name of Supplier		Regional Director	
	Nov. 19, 2023			
	Date		Date	
Fund Cluster : <input checked="" type="checkbox"/> 01-Regular Fund				
<input type="checkbox"/> // 07-Trust Fund				
Funds Available :			ORS/BURS No. : 02-101101-2023-11-943	
			Date of the ORS/BURS: 11/28/2023	
	 ISABEL H. SATO		Amount	
	Accountant		:	P 1,680,000.00