



OFFICE OF CIVIL DEFENSE		Document Code	QF-IPD-01
Quality Form		Revision No.	0
<h1>Purchase Order</h1>		Effectivity Date	2019.08.16
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E-mail Address	Roxaco Asia Hospitality Corporation (Go Hotels Ermita)	P.O. No.	CMS-PO-20-345
Address	#1430 A. Mabini St. Brgy 668 Zone 072 Ermita Manila	Date	16-Oct-20
E-mail Address	a.estores@roxacoasiahospitality.com	Mode of Procurement	Emergency Cases (RA 11494)
Tel. No.	9177062113	TIN	007-937-565-000

Gentlemen:
Please provide this office the following services subject to the terms and conditions contained herein:

Location of Service:	Within Manila (Ermita/Manila) or Pasay Within Ten (10) kilometers of PCG HQ	Delivery Term:	18 October to 31 December 2020
		Payment Term:	30 Working Days

LOT NO.	UNIT	ITEM/DESCRIPTION					QTY	UNIT COST	AMOUNT	
1	Rooms	Provision of Hotel Accommodation and Meals for PCG (Task Unit Extraction) Personnel Deployed at COVID-19 Facilities(18 October 2020 - 31 December 2020) SERVICE PROVIDER must provide the OCD with the following hotel/ venue/ accommodation requirements from 18 October to 31 December 2020;					5,920	950.00	5,624,000.00	
		No. of Pax	Room	No. of Rooms	Check-in	Check-out				No of Nights
		80	Twin	40	18-Oct-20	31-Dec-20				74
		<ul style="list-style-type: none"> Rooms shall be cleaned and sanitized according to established health protocols. Linens shall be changed regularly. Separate beds for twin-sharing rooms are required, with TWIN SIZE as minimum bed size. All rooms must be fully air-conditioned, with windows for ventilation and equipped with a cabled television. Preferably equipped with a mini-refrigerator. Bathrooms must be clean, with provision of basic toiletries such as toilet papers, toothpaste, toothbrush, bath soap, shampoo and towels Daily complimentary coffee/tea with provision for thermos or a percolator, as requested by guest. Two complimentary bottled water daily per guest. Free-WIFI access to all occupants at minimum speed of 5mbps 								
2	Meal	SERVICE PROVIDER shall comply with the provisions of meals and all the technical specifications and requirements as follows					5,920	150.00	888,000.00	
		No. of Pax	Meal	Menu	No. of Days					
		80	Breakfast	Rice, One Breakfast Viand, One Egg (Omelette, Fried or Hard Boiled), Fruit or Dessert and One Bottled Water	74					
3	Meal						5,920	150.00	888,000.00	
		80	Dinner	Rice, One Meat Viand (Beef, Pork, Fish or Chicken), One Vegetable Viand, Fruit or Dessert and One Bottled Water	74					
		<ul style="list-style-type: none"> All meals are individually packed, using clean biodegradable or reusable containers, with provision of reusable utensils, and delivered to the rooms before meal time. Hotel shall coordinate with the Facility Managers on the actual number of meals required for the personnel staying in the hotels. Payment shall only cover actual meals ordered and served. Hotel must be flexible in addressing the nutritional requirements and dietary restrictions of the guests. 								



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Supplier	Roxaco Asia Hospitality Corporation (Go Hotels Ermita)	P.O. No.	CMS-PO-20-345
Address	#1430 A. mabini St. Brgy 668 Zone 072 Ermita Manila	Date	16-Oct-20
E-mail Address	a.estores@roxacoasihospitality.com	Mode of Procurement	Emergency Cases (RA 11494)
Tel. No.	9177062113	TIN	007-937-565-000

Gentlemen:

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		Payment Term:	30 Working Days

LOT NO.	UNIT	ITEM/DESCRIPTION	QTY	UNIT COST	AMOUNT
		<p>Other Terms:</p> <ul style="list-style-type: none"> The hotel shall also provide a mid-size function room, with tables, chairs, whiteboard, whiteboard markers and LCD projector and screen, which will serve as a Command Post or Meeting Area. The venue will also house the equipment and supplies needed by the staff. Free secured parking slots equivalent to at least 10% of the number of rooms. The Procuring Entity reserves the right to terminate the contract in case of poor performance, or in the event that the need for such service becomes unnecessary Send bill policy applies every 15th and the last day of the month. Quoted prices must be inclusive of applicable fees and taxes, and charges for incidental services <p style="text-align: center;">Page 2 of 2</p> <p style="text-align: center;">***Nothing follows***</p>			
			TOTAL COST		₱7,400,000.00

(Total Amount in Words): SEVEN MILLION FOUR HUNDRED THOUSAND PESOS ONLY

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one (1) percent for everyday of delay shall be imposed.

Conforme:

ANJELA ANN M. ESTORES
 Signature over printed name of Supplier

16 October 2020
 Date

Very truly yours,

USEC RICARDO B. JALAD
 Administrator



Funds Available:

LALAIN NECESARIO BARROGA
 Chief, Accounting Section

OBR No. :

02-10-1101-2020-105040

Amount :

7,400,000.00