	OFFICE OF CIVIL DEFENSE	Document Code	QF-IPD-01
	Quality Form	Revision No.	0
		Effectivity Date	2019.08.16
	Purchase Order	Page No.	1 of 1

Supplier	Golden Phoenix Hotel Manila	P.O. No.	CMS-PO-0221-041
Address	Oceanaire Bldg. Pea Rd 23 CBP D. Macapagal Pasay City	Date	23 February 2021
		Mode of Procurement	Emergency Cases
E-mail Address	sales5@goldenphoenixhotel.com	TIN	

Gentlemen:

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

Location of Service:	Within Pasay or Parañaque	Delivery Term:	28 Februrary to 31 May 2021
		Payment Term:	Send Bill Policy

LOT NO.	UNIT	ITEM/DESCRIPTION	QTY	UNIT COST	AMOUNT
1		**Provision of Hotel Accommodation and Meals for PCG Personnel Deployed for COVID-19 Operations Under TGA OSS Task Unit NAIA Terminal 3 (28 February to 31 May 2021)**			
		Standard: At least a three-star hotel			
		Location: Within Pasay or Parañaque			
		Permit: With permit to operate from DOT/BOQ.			
		Dates: 28 February to 31 May 2021			
		Room Requirements:			

No. of Pax	Room	No. of Room	Check-in	Check-out	No. of Nights
100	Twin	50	28-Feb-21	01-Jun-21	93

	pax		9,300	1,450.00	13,485,000.00

• 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 cable 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.

Meal Requirements:

No. of Pax	Meal	Menu	No. of Days			
pax	100	Breakfast	Rice, One Breakfast Viand, One Egg (Omelette, Fried or Hard Boiled), Fruit or Dessert and One Bottled Water	93	9,300	100.00	930,000.00
pax	100	Lunch	Rice, One Meat Viand (Beef, Pork, Fish or Chicken), One Vegetable Viand, Fruit or Dessert and One Bottled Water	93	9,300	100.00	930,000.00
pax	100	Dinner	Rice, One Meat Viand (Beef, Pork, Fish or Chicken), One Vegetable Viand, Fruit or Dessert and One Bottled Water	93	9,300	100.00	930,000.00

• 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.

Other Terms:

• 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 reduce the scope e.g. number of rooms or meals, in case the need for such is reduced.
*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 last day of the month.
• Quoted prices must be inclusive of applicable fees and taxes, and charges for incidental services.

***** nothing follows *****

TOTAL COST	**₱16,275,000.00**

(Total Amount in Words): **SIXTEEN MILLION TWO HUNDRED SEVENTY FIVE 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.

Very truly yours,

USEC RICARDO B JALAD
Administrator

Conforme:

Zarach Grace Medinaco
Signature over printed name of Supplier

February 24, 2021
Date

Funds Available:

LALAIN NECESARIO BARROGA
Chief, Accounting Section

OBR No. : 02-0101-'21-02-0067
Amount : 16,275,000.00