




<b>OFFICE OF CIVIL DEFENSE</b>		Document Code	QF-IPD-01
Quality Form		Revision No.	0
<h1>Purchase Order</h1>		Effectivity Date	2019.08.16
		Page No.	1 of 2
Supplier	Hotel 101-Manila	P.O. No.	CMS-PO-0221-047
Address	EDSA Ext. MOA Complex, Pasay City	Date	23-Feb-21
E-mail Address	Kai.calamba@hotel101.com.ph	Mode of Procurement	Emergency Procurement
		TIN	008-412-335-000

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

Location of Service:	Within eight (8) kilometers of Mall of Asia Arena	Delivery Term:	28 February to 31 May 2021
		Payment Term:	Send Bill Policy

LOT NO.	UNIT	ITEM/DESCRIPTION	QTY	UNIT COST	AMOUNT																								
I	Room	<p>Provision of Hotel Accommodation and Meals for PCG Personnel Deployed for COVID-19 Operations Under TG RT-PCR Task Unit Quarantine for Health Workers (28 February to 31 May 2021)</p> <p><b>Standard: At least a three-star hotel</b>  <b>Location: Within eight (8) kilometers of Mall of Asia Arena</b>  <b>Permit: With permit to operate from DOT/BOQ.</b>  <b>Dates: 28 February to 31 May 2021</b>  <b>Room Requirements:</b></p> <table border="1"> <thead> <tr> <th>No. of Pax</th> <th>Room</th> <th>No. of Rooms</th> <th>Check-in</th> <th>Check-out</th> <th>No of Nights</th> </tr> </thead> <tbody> <tr> <td>80</td> <td>Twin</td> <td>40</td> <td>28-Feb-21</td> <td>1-Jun-21</td> <td>93</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>Rooms shall be cleaned and sanitized according to established health protocols. Linens shall be changed regularly.</li> <li>Separate beds for twin-sharing rooms are required, with TWIN SIZE as minimum bed size.</li> <li>All rooms must be fully air-conditioned, with windows for ventilation and equipped with a cable television. Preferably equipped with a mini-refrigerator.</li> <li>Bathrooms must be clean, with provision of basic toiletries such as toilet papers, toothpaste, toothbrush, bath soap, shampoo and towels.</li> <li>Daily complimentary coffee/tea with provision for thermos or a percolator, as requested by guest.</li> <li>Two complimentary bottled water daily per guest</li> <li>Free WIFI access to all occupants at minimum speed of 5mbps.</li> </ul> <p><b>Meals Requirements:</b></p> <table border="1"> <thead> <tr> <th>No. of Pax</th> <th>Meal</th> <th>Menu</th> <th>No. of Days</th> </tr> </thead> <tbody> <tr> <td>80</td> <td>Breakfast</td> <td>Rice, One Breakfast Viand, One Egg (Omelette, Fried or Hard Boiled), Fruit or Dessert and One Bottled Water</td> <td>93</td> </tr> <tr> <td>80</td> <td>Dinner</td> <td>Rice, One Meat Viand (Beef, Pork, Fish or Chicken), One Vegetable Viand, Fruit or Dessert and One Bottled Water</td> <td>93</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>All meals are individually packed, using clean biodegradable or reusable containers, with provision of reusable utensils, and delivered to the rooms before meal time</li> <li>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</li> <li>Hotel must be flexible in addressing the nutritional requirements and dietary restrictions of the guests</li> </ul>	No. of Pax	Room	No. of Rooms	Check-in	Check-out	No of Nights	80	Twin	40	28-Feb-21	1-Jun-21	93	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	93	80	Dinner	Rice, One Meat Viand (Beef, Pork, Fish or Chicken), One Vegetable Viand, Fruit or Dessert and One Bottled Water	93	3,720	2,950.00	10,974,000.00
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LOT NO.	UNIT	ITEM/DESCRIPTION	QTY	UNIT COST	AMOUNT
		<p><b>Other Requirements</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>Free secured parking slots equivalent to at least 10% of the number of rooms.</li> <li>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.</li> <li>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.</li> <li>Send bill policy applies every last day of the month.</li> <li>Quoted prices must be inclusive of applicable fees and taxes, and charges for incidental services.</li> </ul> <p style="text-align: center;">Page 2 of 2            ***NOTHING FOLLOWS***</p>			
<b>TOTAL COST</b>					<b>P10,974,000.00</b>

(Total Amount in Words): TEN MILLION NINE HUNDRED SEVENTY FOUR 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:   
 Signature over printed name of Supplier  
February 24, 2021  
 Date

Very truly yours,  
  
 USEC/RICARDO B JALAD  
 Administrator

Funds Available:   
 LALAIN NECESARIO BARROGA  
 Chief, Accounting Section

OBR No.: 02-10.2101-2021-02-0073  
 Amount: 10,974,000.00