



OFFICE OF CIVIL DEFENSE

Quality Form

Purchase Order

|                  |            |
|------------------|------------|
| Document Code    | QF-IPD-01  |
| Revision No.     | 0          |
| Effectivity Date | 2019.08.16 |
| Page No.         | 1 of 1     |

|                |   |                     |                  |
|----------------|---|---------------------|------------------|
| Supplier       | Paradigma International Incorporated (Ramada Manila Central)                        | P.O. No.            | CMS-PO-0321-077  |
| Address        | Ongpin St. cor. Quintin Paredes St., Brgy. 289 Zone 27, District 3, Binondo, Manila | Date                | 26 February 2021 |
| E-mail Address | ipaquerez@ramadamanila.com  | Mode of Procurement | Emergency Cases  |
|                |   | TIN                 |                  |

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

|                      |                                     |                |                            |
|----------------------|-------------------------------------|----------------|----------------------------|
| Location of Service: | Within eight (8) kilometers of PICC | Delivery Term: | 28 February to 31 May 2021 |
|                      |                                     | Payment Term:  | Send Bill Policy           |

| LOT NO.    | UNIT      | ITEM/DESCRIPTION   | QTY               | UNIT COST | AMOUNT               |          |           |               |    |        |    |           |           |    |    |      |   |           |           |    |            |      |      |             |    |           |   |    |    |       |   |    |    |        |   |    |                |                    |                              |
|------------|-----------|--|-------------------|-----------|----------------------|----------|-----------|---------------|----|--------|----|-----------|-----------|----|----|------|---|-----------|-----------|----|------------|------|------|-------------|----|-----------|---|----|----|-------|---|----|----|--------|---|----|----------------|--------------------|------------------------------|
| 1          |           | <p>Provision of Hotel Accommodation and Meals for Personnel Deployed at COVID-19 Quarantine Facility in Philippine International Convention Center (28 February to 31 May 2021)</p> <p>Standard: At least a three-star hotel.<br/>Location: Within eight (8) kilometers of Philippine International Convention Center<br/>Permit: With permit to operate from DOT/BOQ.<br/>Dates: 28 February to 31 May 2021<br/>Room Requirements:</p> <table border="1"> <thead> <tr> <th>No. of Pax</th> <th>Room</th> <th>No. of Room</th> <th>Check-in</th> <th>Check-out</th> <th>No. of Nights</th> </tr> </thead> <tbody> <tr> <td>14</td> <td>Single</td> <td>14</td> <td>28-Feb-21</td> <td>01-Jun-21</td> <td>93</td> </tr> <tr> <td>18</td> <td>Twin</td> <td>9</td> <td>28-Feb-21</td> <td>01-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>• Minimum bed size for Single Room is FULL SIZE. Separate beds for twin sharing room 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>Meal Requirements:</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>32</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>32</td> <td>Lunch</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> <tr> <td>32</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> <p><b>Other Terms:</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 service</li> </ul> <p style="text-align: center;">*** nothing follows ***</p> | No. of Pax        | Room      | No. of Room          | Check-in | Check-out | No. of Nights | 14 | Single | 14 | 28-Feb-21 | 01-Jun-21 | 93 | 18 | Twin | 9 | 28-Feb-21 | 01-Jun-21 | 93 | No. of Pax | Meal | Menu | No. of Days | 32 | Breakfast | Rice, One Breakfast Viand, One Egg (Omelette, Fried or Hard Boiled), Fruit or Dessert and One Bottled Water | 93 | 32 | Lunch | Rice, One Meat Viand (Beef, Pork, Fish or Chicken), One Vegetable Viand, Fruit or Dessert and One Bottled Water | 93 | 32 | Dinner | Rice, One Meat Viand (Beef, Pork, Fish or Chicken), One Vegetable Viand, Fruit or Dessert and One Bottled Water | 93 | 1,302<br>1,674 | 1,790.00<br>900.00 | 2,330,580.00<br>1,506,600.00 |
| No. of Pax | Room      | No. of Room  | Check-in          | Check-out | No. of Nights        |          |           |               |    |        |    |           |           |    |    |      |   |           |           |    |            |      |      |             |    |           |   |    |    |       |   |    |    |        |   |    |                |                    |                              |
| 14         | Single    | 14   | 28-Feb-21         | 01-Jun-21 | 93                   |          |           |               |    |        |    |           |           |    |    |      |   |           |           |    |            |      |      |             |    |           |   |    |    |       |   |    |    |        |   |    |                |                    |                              |
| 18         | Twin      | 9  | 28-Feb-21         | 01-Jun-21 | 93                   |          |           |               |    |        |    |           |           |    |    |      |   |           |           |    |            |      |      |             |    |           |   |    |    |       |   |    |    |        |   |    |                |                    |                              |
| No. of Pax | Meal      | Menu   | No. of Days       |           |                      |          |           |               |    |        |    |           |           |    |    |      |   |           |           |    |            |      |      |             |    |           |   |    |    |       |   |    |    |        |   |    |                |                    |                              |
| 32         | Breakfast | Rice, One Breakfast Viand, One Egg (Omelette, Fried or Hard Boiled), Fruit or Dessert and One Bottled Water  | 93                |           |                      |          |           |               |    |        |    |           |           |    |    |      |   |           |           |    |            |      |      |             |    |           |   |    |    |       |   |    |    |        |   |    |                |                    |                              |
| 32         | Lunch     | Rice, One Meat Viand (Beef, Pork, Fish or Chicken), One Vegetable Viand, Fruit or Dessert and One Bottled Water  | 93                |           |                      |          |           |               |    |        |    |           |           |    |    |      |   |           |           |    |            |      |      |             |    |           |   |    |    |       |   |    |    |        |   |    |                |                    |                              |
| 32         | Dinner    | Rice, One Meat Viand (Beef, Pork, Fish or Chicken), One Vegetable Viand, Fruit or Dessert and One Bottled Water  | 93                |           |                      |          |           |               |    |        |    |           |           |    |    |      |   |           |           |    |            |      |      |             |    |           |   |    |    |       |   |    |    |        |   |    |                |                    |                              |
|            |           |  | 2,976             | 150.00    | 446,400.00           |          |           |               |    |        |    |           |           |    |    |      |   |           |           |    |            |      |      |             |    |           |   |    |    |       |   |    |    |        |   |    |                |                    |                              |
|            |           |  | 2,976             | 150.00    | 446,400.00           |          |           |               |    |        |    |           |           |    |    |      |   |           |           |    |            |      |      |             |    |           |   |    |    |       |   |    |    |        |   |    |                |                    |                              |
|            |           |  | 2,976             | 150.00    | 446,400.00           |          |           |               |    |        |    |           |           |    |    |      |   |           |           |    |            |      |      |             |    |           |   |    |    |       |   |    |    |        |   |    |                |                    |                              |
|            |           |  | <b>TOTAL COST</b> |           | <b>P5,176,380.00</b> |          |           |               |    |        |    |           |           |    |    |      |   |           |           |    |            |      |      |             |    |           |   |    |    |       |   |    |    |        |   |    |                |                    |                              |

(Total Amount in Words): FIVE MILLION ONE HUNDRED SEVENTY SIX THOUSAND THREE HUNDRED EIGHTY 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:

*Jobette Paquerez*  
Signature over printed name of Supplier  
February 26, 2021  
Date

Very truly yours,

USEC RICARDO B JALAD  
Administrator

Funds Available:

LALAIN NECESARIO BARROGA  
Chief, Accounting Section

OBR No. :  
Amount :

01-10201-2021-02-0079  
5,176,380.00