



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 2

Supplier	The Selah Garden Hotel Inc	P.O. No.	CMS-PO-0321-075
Address	2715 Avenue St. San Rafael, Pasay City	Date	26-Feb-21
E-mail Address	chet.selahhotels@gmail.com	Mode of Procurement	Emergency Procurement
		TIN	008-966-632-000

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

Location of Service:	Within eight (8) kilometers of Bagong Nayong Pilipino	Delivery Term:	28 February to 31 May 2021
		Payment Term:	Send Bill Policy

LOT NO.	UNIT	ITEM/DESCRIPTION	QTY	UNIT COST	AMOUNT																												
I		<p>Provision of Hotel Accommodation and Meals for Personnel Deployed at COVID-19 Quarantine Facility in Bagong Nayong Pilipino (28 February to 31 May 2021)</p> <p>Standard: At least a three-star hotel Location: Within eight (8) kilometers of Bagong Nayong Pilipino Permit: With permit to operate from DOT/BOQ. Dates: 28 February to 31 May 2021 Room Requirements:</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>35</td> <td>Single</td> <td>35</td> <td>28-Feb-21</td> <td>1-Jun-21</td> <td>93</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Rooms shall be cleaned and sanitized according to established health protocols. Linens shall be changed regularly. minimum bed size Single Room is FULL 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. <p>Meals 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>35</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>35</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>35</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"> 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 	No. of Pax	Room	No. of Rooms	Check-in	Check-out	No of Nights	35	Single	35	28-Feb-21	1-Jun-21	93	No. of Pax	Meal	Menu	No. of Days	35	Breakfast	Rice, One Breakfast Viand, One Egg (Omelette, Fried or Hard Boiled), Fruit or Dessert and One Bottled Water	93	35	Lunch	Rice, One Meat Viand (Beef, Pork, Fish or Chicken), One Vegetable Viand, Fruit or Dessert and One Bottled Water	93	35	Dinner	Rice, One Meat Viand (Beef, Pork, Fish or Chicken), One Vegetable Viand, Fruit or Dessert and One Bottled Water	93	3,255	1,900.00	6,184,500.00
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	Meal		3,255	150.00	488,250.00																												
	Meal		3,255	200.00	651,000.00																												
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Date

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		<p>Other Requirements</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 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. <p style="text-align: center;">Page 2 of 2 ***NOTHING FOLLOWS***</p>			
TOTAL COST					₱7,974,750.00

(Total Amount in Words): SEVEN MILLION NINE HUNDRED SEVENTY FOUR THOUSAND SEVEN HUNDRED FIFTY 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]
MA. EMMAFED B. SANDAL
 Signature over printed name of Supplier
February 26, 2021
 Date

Very truly yours,

[Signature]
USEC RICARDO B JALAD
 Administrator

Funds Available:

[Signature]
LALAIN NECESARIO BARROGA
 Chief, Accounting Section

OBR No. : 02-102101-2021-02-0082
 Amount : ₱7,974,750.00

