



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 St. Francis Square Devt. Corp/BSA Twin Towers

Address Bank Drive, Ortigas Center, Madaluyong City

E-mail Address ruby.condotels@gmail.com

P.O. No. CMS-PO-0321-073

Date 26-Feb-21

Mode of Procurement Emergency Procurement

TIN 000-664-352-000

Gentlemen:

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

Location of Service:

Within eight (8) kilometers of PhilSports Arena or within Ortigas area

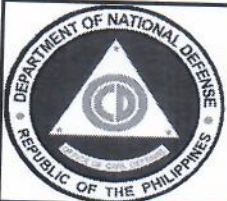
Delivery Term:

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 Personnel Deployed at COVID-19 Testing Facility in PhilSports Arena (28 February to 31 May 2021)</p> <p>Standard: At least a three-star hotel Location: Within eight (8) kilometers of PhilSports Arena or within Ortigas area 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>62</td> <td>Single</td> <td>62</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. 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. <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>62</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>62</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>62</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	62	Single	62	28-Feb-21	1-Jun-21	93	No. of Pax	Meal	Menu	No. of Days	62	Breakfast	Rice, One Breakfast Viand, One Egg (Omelette, Fried or Hard Boiled), Fruit or Dessert and One Bottled Water	93	62	Lunch	Rice, One Meat Viand (Beef, Pork, Fish or Chicken), One Vegetable Viand, Fruit or Dessert and One Bottled Water	93	62	Dinner	Rice, One Meat Viand (Beef, Pork, Fish or Chicken), One Vegetable Viand, Fruit or Dessert and One Bottled Water	93	5,766	1,395.00	8,043,570.00
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UNIT

ITEM/DESCRIPTION

QTY

UNIT COST

AMOUNT

Other Requirements

- 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.

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NOTHING FOLLOWS

TOTAL COST

P9,773,370.00

(Total Amount in Words): NINE MILLION SEVEN HUNDRED SEVENTY THREE THOUSAND THREE HUNDRED SEVENTY 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:

RUBY DE FRANCO
Signature over printed name of Supplier
26 FEBRUARY 2021
Date

Very truly yours,

USEC RICARDO B JALAD
Administrator

Funds Available:

LALAIN NECESARIO BARROGA
Chief, Accounting Section

OBR No.

02-102101-2021-03-0084

Amount:

9,773,370.00

