



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 2

Supplier	St. Francis Square Development Corporation (BSA Twin Tower)	P.O. No.	CMS-PO-0621-187
Address	Bank Drive, Ortigas Center, Mandaluyong	Date	31 MAY 2021
E-mail Address	ruby.condotels@gmail.com	Mode of Procurement	Emergency Procurement
		TIN	

Gentlemen:

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

Location of Service:	Within five(5) kilometers of PhilSports Arena or Within Ortigas(Pasig/Mandaluyong) area		Delivery Term:	01 June - 30 September 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 Quarantine Facility in PhilSports Arena (01 June to 30 September 2021)</p> <p>Standard: At least a three-star hotel            Location: Within five (5) kilometers of PhilSports Arena or within Ortigas (Pasig/Mandaluyong) area.            Permit: With permit to operate from DOT/BOQ.            Dates: 01 June to 30 September 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>65</td> <td>Single</td> <td>65</td> <td>1-Jun-21</td> <td>1-Oct-21</td> <td>122</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.</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>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>65</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>122</td> </tr> <tr> <td>65</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>122</td> </tr> <tr> <td>65</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>122</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	65	Single	65	1-Jun-21	1-Oct-21	122	No. of Pax	Meal	Menu	No. of Days	65	Breakfast	Rice, One Breakfast Viand, One Egg (Omelette, Fried or Hard Boiled), Fruit or Dessert and One Bottled Water	122	65	Lunch	Rice, One Meat Viand (Beef, Pork, Fish or Chicken), One Vegetable Viand, Fruit or Dessert and One Bottled Water	122	65	Dinner	Rice, One Meat Viand (Beef, Pork, Fish or Chicken), One Vegetable Viand, Fruit or Dessert and One Bottled Water	122	7,930	1,390.00	11,022,700.00
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	Quality Form	Revision No.	0
	<h1>Purchase Order</h1>	Effectivity Date	2019.08.16
		Page No.	2 of 2
Supplier	St. Francis Square Development Corporation (BSA Twin Tower)	P.O. No.	CMS-PO-0621-187
Address	Bank Drive, Ortigas Center, Mandaluyong	Date	31 May 2021
E-mail Address	ruby.condoteis@gmail.com	Mode of Procurement	Emergency Procurement
		TIN	

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

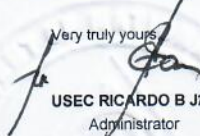
Location of Service:	Within five(5) kilometers of PhilSports Arena or Within Ortigas(Pasig/Mandaluyong) area	Delivery Term:	01 June - 30 September 2021
		Payment Term:	Send Bill Policy

LOT NO.	UNIT	ITEM/DESCRIPTION	QTY	UNIT COST	AMOUNT
		<b>Special Requirements:</b> <ul style="list-style-type: none"> <li>Prefer rooms with kitchen.</li> </ul> <b>Other Requirements:</b> <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>₱13,401,700.00</b>


(Total Amount in Words): THIRTEEN MILLION FOUR HUNDRED ONE THOUSAND SEVEN HUNDRED 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 FRANCIA  
 Signature over printed name of Supplier  
31 MAY 2021  
 Date

Very truly yours,  
  
**USEC RICARDO B. JALAD**  
 Administrator



Funds Available:  
  
**LALAIN NECESARIO BARROGA**  
 Chief, Accounting Section

OBR No.: 02-102101-2021-05-0274  
 Amount: 13,401,700.00