



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: Great Eastern Hotel Inc

P.O. No.

CMS-PO-0421-115

Address: 1403 Quezon Ave., Quezon City

Date

23-Apr-21

E-mail Address: merledacasin@gmail.com

Mode of Procurement

Section 53.10

TIN

003-824-901-000

Gentlemen:

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

Location of Service:

Within Quezon City or Rizal

Delivery Term:

17 to 21 May 2021

Payment Term:

Send Bill Policy

LOT NO.	UNIT	ITEM/DESCRIPTION	QTY	UNIT COST	AMOUNT																																																								
I	Pax	<p><b>Provision of Hotel/Venue/Accommodation for the Conduct of 4-Day Contingency Planning Training Course for OCD Personnel (Blended) (17 – 21 May 2021)</b></p> <p><b>Accommodation and Meal</b></p> <p><b>Provision of Hotel/Venue/Accommodation for the conduct of event:</b>            Name of Event: 4-Day Contingency Planning Training Course for OCD Personnel (Blended)            Inclusive Date: 17 - 21 May 2021</p> <p><b>Room Accommodation:</b></p> <table border="1"> <thead> <tr> <th>No. of Pax</th> <th>Room Requirement</th> <th>No. of Rooms</th> <th>Check-in date/time</th> <th>Check-Out date/time</th> <th>No. of Nights</th> </tr> </thead> <tbody> <tr> <td>16</td> <td>Single</td> <td>16</td> <td>17 May 2021, 02:00PM</td> <td>21 May 2021, 12:00NN</td> <td>4</td> </tr> </tbody> </table> <p><b>Meals/ Restaurant Services:</b></p> <table border="1"> <thead> <tr> <th>No. of Pax</th> <th>Meal/Snack</th> <th>Serving Arrangement</th> <th>Inclusive Date</th> <th>Menu</th> </tr> </thead> <tbody> <tr> <td rowspan="2">16</td> <td>PM Snacks</td> <td>Plated</td> <td rowspan="2">17-May-21</td> <td>Choice of pasta, noodles, pastry with one beverage</td> </tr> <tr> <td>Dinner</td> <td>Managed Buffet</td> <td>Two viand (Choice of pork, chicken, fish, seafood or beef) with side dish, dessert and one beverage</td> </tr> <tr> <td rowspan="5">16</td> <td>Breakfast</td> <td>Managed Buffet</td> <td rowspan="5">18 May 2021 to 20 May 2021</td> <td>--</td> </tr> <tr> <td>AM Snacks</td> <td>Plated</td> <td>Choice of pasta, noodles, pastry with one beverage</td> </tr> <tr> <td>Lunch</td> <td>Managed Buffet</td> <td>Two viand (Choice of pork, chicken, fish, seafood or beef) with side dish, dessert and one beverage</td> </tr> <tr> <td>PM Snacks</td> <td>Plated</td> <td>Choice of pasta, noodles, pastry with one beverage</td> </tr> <tr> <td>Dinner</td> <td>Managed Buffet</td> <td>Two viand (Choice of pork, chicken, fish, seafood or beef) with side dish, dessert and one beverage</td> </tr> <tr> <td rowspan="4">16</td> <td>Breakfast</td> <td>Managed Buffet</td> <td rowspan="4">21-May-21</td> <td>--</td> </tr> <tr> <td>AM Snacks</td> <td>Plated</td> <td>Choice of pasta, noodles, pastry with one beverage</td> </tr> <tr> <td>Lunch</td> <td>Managed Buffet</td> <td>Two viand (Choice of pork, chicken, fish, seafood or beef) with side dish, dessert and one beverage</td> </tr> <tr> <td>PM Snacks</td> <td>Plated</td> <td>Choice of pasta, noodles, pastry with one beverage</td> </tr> </tbody> </table> <p><b>General Requirements</b></p> <ul style="list-style-type: none"> <li>• Must have internet connection at least 4GB, 30 mbps in the rooms and assigned function areas of the hotels</li> <li>• Hotel must be located in/ within Quezon City or Rizal</li> <li>• Must be at least 3-star hotel classified by PTA, DTI or DOT</li> <li>• Must be in business for at least two (2) years</li> <li>• Hotel shall strictly follow health and safety guidelines of Inter-Agency Task Force (IATF) on the Management Emerging Infectious Diseases</li> </ul> <p><b>Conference Room/Function Hall:</b></p> <ul style="list-style-type: none"> <li>• Function room to comfortably house at least 16 pax following IATF Guidelines (social distancing)</li> <li>• Room set-up type as preferred by the end-user</li> <li>• No-posts/columns that will obstruct the line of sight of participants</li> <li>• Must provide AV equipment such as LCD projector, flat screen/projector screen, sound system with at least three (3) Microphones with cover (cover should be changed every 3 hours)</li> <li>• Must provide Whiteboard with 4 markers and 1 eraser and alcohol</li> <li>• Free-flowing coffee/tea during the duration of activity at the function hall</li> <li>• Free tarpaulin with Event Name</li> </ul>	No. of Pax	Room Requirement	No. of Rooms	Check-in date/time	Check-Out date/time	No. of Nights	16	Single	16	17 May 2021, 02:00PM	21 May 2021, 12:00NN	4	No. of Pax	Meal/Snack	Serving Arrangement	Inclusive Date	Menu	16	PM Snacks	Plated	17-May-21	Choice of pasta, noodles, pastry with one beverage	Dinner	Managed Buffet	Two viand (Choice of pork, chicken, fish, seafood or beef) with side dish, dessert and one beverage	16	Breakfast	Managed Buffet	18 May 2021 to 20 May 2021	--	AM Snacks	Plated	Choice of pasta, noodles, pastry with one beverage	Lunch	Managed Buffet	Two viand (Choice of pork, chicken, fish, seafood or beef) with side dish, dessert and one beverage	PM Snacks	Plated	Choice of pasta, noodles, pastry with one beverage	Dinner	Managed Buffet	Two viand (Choice of pork, chicken, fish, seafood or beef) with side dish, dessert and one beverage	16	Breakfast	Managed Buffet	21-May-21	--	AM Snacks	Plated	Choice of pasta, noodles, pastry with one beverage	Lunch	Managed Buffet	Two viand (Choice of pork, chicken, fish, seafood or beef) with side dish, dessert and one beverage	PM Snacks	Plated	Choice of pasta, noodles, pastry with one beverage	64	2,000.00	128,000.00
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LOT NO.	UNIT	ITEM/DESCRIPTION	QTY	UNIT COST	AMOUNT
		<p><b>Room Requirements:</b></p> <ul style="list-style-type: none"> <li>Must provide a single bed (or twin) for one (1) occupant per room</li> <li>Provide free bottled drinking water inside the room (to be replenished daily) or its equivalent</li> <li>Must have hot and cold water line/water heater</li> <li>Must replenish toiletries and towels everyday</li> <li>Preferably has TV set, refrigerator and coffee percolator in the room</li> <li>Preferably has bidet and hair blower</li> </ul> <p><b>Other Requirements:</b></p> <ul style="list-style-type: none"> <li>Must have provision for the elderly, PWDs, pregnant women and children</li> <li>Must provide free parking space for participants/facilitators vehicles</li> </ul> <p><b>Payment:</b></p> <ul style="list-style-type: none"> <li>Must accept SEND BILL policy as payment for services</li> </ul> <p style="text-align: center;">Page 2 of 2 ***NOTHING FOLLOWS***</p>			
<b>TOTAL COST</b>					<b>P128,000.00</b>

(Total Amount in Words): ONE HUNDRED TWENTY EIGHT 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:

*Merleda Casin*  
Signature over printed name of Supplier  
5/14/21  
Date

Very truly yours,

USEC RICHARD B JALAD  
Administrator

Funds Available:

LALAN DECESARIO BARROGA  
Chief, Accounting Section

OBR No.:

01-101101-2021-04-0033

Amount:

128,000.00

