



OFFICE OF CIVIL DEFENSE

Quality Form

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2019.08.16

# Purchase Order

Page No.

1 of 1

Supplier	Makati North Hotel Ventures Inc. (Seda Residences Makati)	P.O. No.	CMS-PO-1021-271
Address	Ayala Ave. cor Salcedo St. and Amorsolo St. Legaspi Village, Makati City	Date	29-01-2021
E-mail Address	cerqueda.marc@sedahotels.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:	Makati City	Delivery Term:	01 to 30 November 2021
		Payment Term:	Send Bill Policy

LOT NO.	UNIT	ITEM/DESCRIPTION	QTY	UNIT COST	AMOUNT																														
1		<p><b>Provision of Hotel Accommodation and Meals for PCG Personnel Deployed for COVID-19 Operations Under Task Group RT-PCR Task Unit North Mobile Swab Team (01 to 30 November 2021)</b></p> <p>Standard: At least a three-star hotel. Location: Makati City Permit: With permit to operate from DOT/BOQ. Dates: 01 to 30 November 2021 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>26</td> <td>Single</td> <td>26</td> <td>01-Nov-21</td> <td>01-Dec-21</td> <td>30</td> </tr> <tr> <td>236</td> <td>Twin</td> <td>118</td> <td>01-Nov-21</td> <td>01-Dec-21</td> <td>30</td> </tr> </tbody> </table> <p>• Rooms shall be cleaned and sanitized according to established health protocols. Linens shall be changed regularly. • FULL SIZE bed for single occupancy rooms. 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> <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>262</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>30</td> </tr> <tr> <td>262</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>30</td> </tr> </tbody> </table> <p>• 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.</p> <p>Other Terms: • 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> <p>*** nothing follows ***</p>	No. of Pax	Room	No. of Room	Check-in	Check-out	No. of Nights	26	Single	26	01-Nov-21	01-Dec-21	30	236	Twin	118	01-Nov-21	01-Dec-21	30	No. of Pax	Meal	Menu	No. of Days	262	Breakfast	Rice, One Breakfast Viand, One Egg (Omelette, Fried or Hard Boiled), Fruit or Dessert and One Bottled Water	30	262	Dinner	Rice, One Meat Viand (Beef, Pork, Fish or Chicken), One Vegetable Viand, Fruit or Dessert and One Bottled Water	30	780 7,080	2300.00 1,150.00	1,794,000.00 8,142,000.00
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			7,860	150.00	1,179,000.00																														
			7,860	250.00	1,965,000.00																														
			<b>TOTAL COST</b>		<b>₱13,080,000.00</b>																														

(Total Amount in Words): THIRTEEN MILLION EIGHTY 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.

Conforms: MARC CERQUEDA  
Signature over printed name of Supplier  
Date: 29-01-2021

Very truly yours,  
USEC RICARDO B. JALAD  
Administrator

Funds Available: LALAIN NECESARIO BARROGA  
OBR No.: 02-10/101-2021-10-0297  
Amount: 13,080,000.00