



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	Great Eastern Hotel Inc	P.O. No.	CMS-PO-0421-112
Address	1403 Quezon Ave., Quezon City	Date	23-Apr-21
E-mail Address	meriedacasin@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:	02 - 04 June 2021
		Payment Term:	Send Bill Policy

LOT NO.	UNIT	ITEM/DESCRIPTION	QTY	UNIT COST	AMOUNT
I	Pax	Provision of Hotel/Venue/Accommodation for the Conduct of 2-Day Incident Command System Executive Course for OCD Personnel (Blended)(02 - 04 Jun 2021)	32	2,000.00	64,000.00

Accommodation and Meal

Provision of Hotel/Venue/Accommodation for the conduct of event:

Name of Event: 2-Day Incident Command System Executive Course for OCD Personnel (Blended)
Inclusive Date: 02 - 04 June 2021

Room Accommodation:

No. of Pax	Room Requirement	No. of Rooms	Check-in date/time	Check-Out date/time	No. of Nights
16	Single	16	2 June 2021, 02:00PM	4 June 2021, 12:00NN	2

Meals/ Restaurant Services:

No. of Pax	Meal/Snack	Serving Arrangement	Inclusive Date	Menu
16	PM Snacks	Plated	2-Jun-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	3-Jun-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
	Dinner	Managed Buffet		Two viand (Choice of pork, chicken, fish, seafood or beef) with side dish, dessert and one beverage
16	Breakfast	Managed Buffet	4-Jun-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

General Requirements

- Must have internet connection at least 4GB, 30 mbps in the rooms and assigned function areas of the hotels
- Hotel must be located in/ within Quezon City or Rizal
- Must be at least 3-star hotel classified by PTA, DTI or DOT
- Must be in business for at least two (2) years
- Hotel shall strictly follow health and safety guidelines of Inter-Agency Task Force (IATF) on the Management Emerging Infectious Diseases

Conference Room/Function Hall:

- Function room to comfortably house at least 16 pax following IATF Guidelines (social distancing)
- Room set-up type as preferred by the end-user
- No-posts/columns that will obstruct the line of sight of participants
- 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)
- Must provide Whiteboard with 4 markers and 1 eraser and alcohol
- Free-flowing coffee/tea during the duration of activity at the function hall
- Free tarpaulin with Event Name



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		Payment Term:	Send Bill Policy		
LOT NO.	UNIT	ITEM/DESCRIPTION	QTY	UNIT COST	AMOUNT
		Room Requirements: <ul style="list-style-type: none"> Must provide a single bed (or twin) for one (1) occupant per room Provide free bottled drinking water inside the room (to be replenished daily) or its equivalent Must have hot and cold water line/water heater Must replenish toiletries and towels everyday Preferably has TV set, refrigerator and coffee percolator in the room Preferably has bidet and hair blower Other Requirements: <ul style="list-style-type: none"> Must have provision for the elderly, PWDs, pregnant women and children Must provide free parking space for participants/facilitators vehicles Payment: <ul style="list-style-type: none"> Must accept SEND BILL policy as payment for services <p style="text-align: center;">Page 2 of 2 ***NOTHING FOLLOWS***</p>			
TOTAL COST					P64,000.00

(Total Amount in Words): SIXTY FOUR 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:

Merly B. Casin
 Signature over printed name of Supplier
 Date: 6/1/21

Venerably yours,

[Signature]
 USEC RICARDO B JALAD
 Administrator



Funds Available:

[Signature]
 LALAIN NECESARIO BARROGA
 Chief, Accounting Section

OBR No. : 02-10110-2021-04-0074
 Amount : P4,000.00