



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 Development Corporation (BSA Twin Tower)	P.O. No.	CMS-PO-0221-014
Address	Bank Drive, Ortigas Center, Mandaluyong City	Date	22 January 2021
E-mail Address	ruby.condotels@gmail.com	Mode of Procurement	53.10 (Lease of Real Property and Venue)
		TIN	

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

Location of Service:	Quezon City or Mandaluyong	Delivery Term:	24-29 January 2021
		Payment Term:	Send Bill Policy

LOT NO.	UNIT	ITEM/DESCRIPTION					QTY	UNIT COST	AMOUNT																																												
1	pax	Provision of Hotel/Venue/Accommodation for the Conduct of 5-Day Basic DRRM Training for OCD Personnel (Blended) (24-29 January 2021) Service provider must provide the OCD with the following hotel / venue / accommodation requirements from 24 to 29 January 2021 Room Requirements: <table border="1" style="width:100%; border-collapse: collapse;"> <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>12</td> <td>Twin</td> <td>6</td> <td>24 January 2021, 12:00NN</td> <td>29 January 2021, 02:00PM</td> <td>5</td> </tr> </tbody> </table>					No. of Pax	Room	No. of Room	Check-in	Check-out	No. of Nights	12	Twin	6	24 January 2021, 12:00NN	29 January 2021, 02:00PM	5	12		120,000.00																																
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		General Requirements <ul style="list-style-type: none"> • Must have internet connection at least 4GB, 30mbps in the rooms and assigned function areas of the hotels • Hotel must be located in/ within Quezon City or Mandaluyong City • Must be at least 3-star 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: <ul style="list-style-type: none"> • Function room to comfortably house at least 12pax following IATF Guidelines (social distancing) • Room set-up as preferred by the end-user • No post/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 (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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LOT NO.	UNIT	ITEM/DESCRIPTION	QTY	UNIT COST	AMOUNT
		<p>Room Requirements:</p> <ul style="list-style-type: none"> • Must provide separate bed for each participants for twin sharing rooms (not extra bed) • 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 <p>Other Requirements:</p> <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 • No " funeral parlor" within 1 km radius <p>Payment:</p> <ul style="list-style-type: none"> • Must accept SEND BILL policy as payment for services <p style="text-align: center;">*** nothing follows ***</p>			
TOTAL COST					₱120,000.00

(Total Amount in Words): ONE HUNDRED TWENTY 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:

RUBY DE FRANCOA
 Signature over printed name of Supplier
 01 FEBRUARY 2021
 Date



Very truly yours,

USEC RICARDO B JALAD
Administrator

Funds Available:

LALAIN NECESARIO BARROGA
Chief, Accounting Section

OBR No. :
Amount :

02-10111-2021-02-001
120,000.00