



OFFICE OF CIVIL DEFENSE		Document Code	QF-IPD-01
Quality Form		Revision No.	0
<h1>Purchase Order</h1>		Effectivity Date	2019.08.16
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Supplier	St. Francis Square Development Corporation/ BSA Twin Towers	P.O. No.	CMS-PO-0221-010
Address	Bank Drive, Ortigas Center, Mandaluyong City	Date	1-Feb-21
E-mail Address	ruby.condotels@gmail.com	Mode of Procurement	Section 53.10
		TIN	000-664-352-000

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

Location of Service:	Must be located in/ Within Quezon City or Mandaluyong City	Delivery Term:	17 - 19 February 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 2-Day Exercise Design Course for OCD Personnel (Blended) (17 - 19 February 2021) Accommodation and Meal Provision of Hotel/Venue/Accommodation for the conduct of event: Name of Event: 2-Day Exercise Design Course for OCD Personnel (Blended) Inclusive Date: 17-19 February 2021 Room Accommodation:				32	2,100.00	67,200.00
		No. of Pax	Room requirement	No. of Rooms	Check-in date/time	Check-out date/time	No of Nights	
		16	Twin	8	17 Feb 2021, 12:00NN	19 Feb 2021, 02:00PM	2	
		Meals/Restaurant Services:						
		No. of Pax	Meal/Snack	Serving Arrangement	Inclusive Date	Menu		
		16	PM Snacks	Plated	17-Feb-21	Choice of pasta, noodles, pastry with one beverage		
		16	Dinner	Managed Buffet/Plated		Two viand (Choice of pork, chicken, fish, seafood or beef) with side dish, dessert and one beverage		
		16	Breakfast	Managed Buffet/Plated	18-Feb-21	-		
		16	Am Snacks	Plated		Choice of pasta, noodles, pastry with one beverage		
		16	Lunch	Managed Buffet/Plated		Two viand (Choice of pork, chicken, fish, seafood or beef) with side dish, dessert and one beverage		
		16	Pm Snacks	Plated		Choice of pasta, noodles, pastry with one beverage		
		16	Dinner	Managed Buffet/Plated	19-Feb-21	Two viand (Choice of pork, chicken, fish, seafood or beef) with side dish, dessert and one beverage		
		16	Breakfast	Managed Buffet/Plated		-		
		16	Am Snacks	Plated		Choice of pasta, noodles, pastry with one beverage		
		16	Lunch	Managed Buffet/Plated		Two viand (Choice of pork, chicken, fish, seafood or beef) with side dish, dessert and one beverage		
		16	PM Snacks	Plated	Choice of pasta, noodles, pastry with one beverage			
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		<p>General Requirements</p> <ul style="list-style-type: none"> 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 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 <p>Conference Room/ Function Hall:</p> <ul style="list-style-type: none"> Function room to comfortably house at least 16pax following IATF Guidelines (social distancing) Function 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 three (3) Microphones with cover (cover should be changed every 3hours) 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 <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 Preferable 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 1km radius <p>Payment:</p> <ul style="list-style-type: none"> Must accept SEND BILL policy as payment for services 			
NOTHING FOLLOWS			TOTAL COST		P67,200.00

(Total Amount in Words): SIXTY SEVEN THOUSAND TWO 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:

11 FEBRUARY 2021
Signature over printed name of Supplier

Date

Very truly yours,

USEC RICARDO B JALAD
Administrator

Funds Available:

LALAIN NECESARIO BARROGA
Chief, Accounting Section

OBR No.: 02-101101-2021-02-0020
Amount: 67,200.00

