



OFFICE OF CIVIL DEFENSE

Quality Form

Purchase Order

Document Code

QF-IPD-01

Revision No.

0

Effectivity Date

2019.08.16

Page No.

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Supplier	St. Francis Square Development Corporation (BSA Twin Tower)	P.O. No.	CMS-PO-0221-013
Address	Bank Drive, Ortigas Center, Mandaluyong City	Date	01 February 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:	23-26 March 2021
		Payment Term:	Send Bill Policy

LOT NO.	UNIT	ITEM/DESCRIPTION					QTY	UNIT COST	AMOUNT	
1	pax	<b>Provision of Hotel/Venue/Accommodation for the Conduct of 3-Day Emergency Operation Center Training Course for OCD Personnel (Blended) (23-26 March 2021)</b>  <b>Service provider must provide the OCD with the following hotel / venue / accommodation requirements from 23 to 26 March 2021</b> <b>Room Requirements:</b>					14		88,200.00	
		No. of Pax	Room	No. of Room	Check-in	Check-out				No. of Nights
		14	Twin	7	23 March 2021, 12:00NN	26 March 2021, 02:00PM				3
		<b>Meal Arrangement:</b>								
		No. of Pax	Meal/Snacks	Serving Arrangement	Inclusive Date	Menu				
		14	PM Snacks	Plated	23-Mar-21	Choices of pasta, noodles, pastry with one beverage				
		14	Dinner	Managed Buffet/Plated		Two viand (Choice of pork, chicken, fish, seafood or beef) with side dish, dessert and one beverage				
		14	Breakfast	Managed Buffet/Plated	24-Mar-21 to 25-Mar-21	-				
			AM Snacks	Plated		Choices of pasta, noodles, pastry with one beverage				
			Lunch	Managed Buffet/Plated		Two viand (Choice of pork, chicken, fish, seafood or beef) with side dish, dessert and one beverage				
			PM Snacks	Plated		Choices of pasta, noodles, pastry with one beverage				
			Dinner	Managed Buffet/Plated		Two viand (Choice of pork, chicken, fish, seafood or beef) with side dish, dessert and one beverage				
		14	Breakfast	Managed Buffet/Plated	26-Mar-21	-				
			AM Snacks	Plated		Choices of pasta, noodles, pastry with one beverage				
			Lunch	Managed Buffet/Plated		Two viand (Choice of pork, chicken, fish, seafood or beef) with side dish, dessert and one beverage				
			PM Snacks	Plated		Choices of pasta, noodles, pastry with one beverage				
		<b>General Requirements</b> <ul style="list-style-type: none"> <li>• Must have internet connection at least 4GB, 30mbps in the rooms and assigned function areas of the hotels</li> <li>• Hotel must be located in/ within Quezon City or Mandaluyong City</li> <li>• Must be at least 3-star 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>								
		<b>Conference Room/Function Hall:</b> <ul style="list-style-type: none"> <li>• Function room to comfortably house at least 14pax following IATF Guidelines (social distancing)</li> <li>• Room set-up as preferred by the end-user</li> <li>• No post/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 (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>								



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LOT NO.	UNIT	ITEM/DESCRIPTION	QTY	UNIT COST	AMOUNT
		<b>Room Requirements:</b> <ul style="list-style-type: none"> <li>• Must provide separate bed for each participants for twin sharing rooms (not extra bed)</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> <b>Other Requirements:</b> <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> <li>• No " funeral parlor" within 1 km radius</li> </ul> <b>Payment:</b> <ul style="list-style-type: none"> <li>• Must accept <b>SEND BILL</b> policy as payment for services  *** nothing follows ***</li> </ul>			
			<b>TOTAL COST</b>		<b>₱88,200.00</b>

(Total Amount in Words): **EIGHTY-EIGHT 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: RUBY DE FRANCO  
Signature over printed name of Supplier  
11 FEBRUARY 2021  
Date

Very truly yours,  
  
**USEC RICARDO B. JALAD**  
Administrator

Funds Available: **LALAIN NECESARIO BARROGA**  
Chief, Accounting Section

OBR No. : 02-10101-2021-02-004  
Amount : 88,200.00