



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	Roxaco Asia Hospitality Corporation (Go Hotels Manila Airport Road)	P.O. No.	CMS-PO-20-362
Address	#608 Quirino Ave Brgy. Tambo, Parañaque City	Date	23-Oct-20
E-mail Address	a.estores@roxacoasihospitality.com	Mode of Procurement	Emergency Cases (RA 11494)
		TIN	007-937-565-000

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

Location of Service:	Within Twelve (12) kilometers of NAIA Terminals	Delivery Term:	24 October to 31 December 2020
		Payment Term:	30 Working Days

LOT NO.	UNIT	ITEM/DESCRIPTION					QTY	UNIT COST	AMOUNT	
1		Provision of Hotel Accommodation and Meals for PCG Personnel Deployed under Task Group Airport One-Stop-Shop at NAIA Terminal 2 - Domestic (24 October 2020 - 31 December 2020)  SERVICE PROVIDER must provide the OCD with the following hotel/ venue/ accommodation requirements from 24 October to 31 December 2020;								
	Rooms	No. of Pax	Room	No. of Rooms	Check-in	Check-out	No of Nights			
		100	Twin	50	24-Oct-20	31-Dec-20	68	6,800	1,000.00	6,800,000.00
		<ul style="list-style-type: none"> <li>Rooms shall be cleaned and sanitized according to established health protocols. Linens shall be changed regularly.</li> <li>Separate beds for twin-sharing rooms are required, with TWIN SIZE as minimum bed size.</li> <li>All rooms must be fully air-conditioned, with windows for ventilation and equipped with a cabled television. Preferably equipped with a mini-refrigerator.</li> <li>Bathrooms must be clean, with provision of basic toiletries such as toilet papers, toothpaste, toothbrush, bath soap, shampoo and towels</li> <li>Daily complimentary coffee/tea with provision for thermos or a percolator, as requested by guest.</li> <li>Two complimentary bottled water daily per guest.</li> <li>Free-WIFI access to all occupants at minimum speed of 5mbps</li> </ul>								
		SERVICE PROVIDER shall comply with the provisions of meals and all the technical specifications and requirements as follows								
	Meals	No. of Pax	Meal	Menu	No. of Days					
		100	Breakfast	Rice, One Breakfast Viand, One Egg (Omelette, Fried or Hard Boiled), Fruit or Dessert and One Bottled Water	68	6,800	100.00	680,000.00		
		100	Lunch	Rice, One Meat Viand (Beef, Pork, Fish or Chicken), One Vegetable Viand, Fruit or Dessert and One Bottled Water	68	6,800	150.00	1,020,000.00		
		100	Dinner	Rice, One Meat Viand (Beef, Pork, Fish or Chicken), One Vegetable Viand, Fruit or Dessert and One Bottled Water	68	6,800	150.00	1,020,000.00		
		<ul style="list-style-type: none"> <li>All meals are individually packed, using clean biodegradable or reusable containers, with provision of reusable utensils, and delivered to the rooms before meal time.</li> <li>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.</li> <li>Hotel must be flexible in addressing the nutritional requirements and dietary restrictions of the guests.</li> </ul>								



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		<p><b>Other Terms:</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>Free secured parking slots equivalent to at least 10% of the number of rooms.</li> <li>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</li> <li>Send bill policy applies every 15th and the last day of the month.</li> <li>Quoted prices must be inclusive of applicable fees and taxes, and charges for incidental services</li> </ul> <p style="text-align: center;">2 of 2</p> <p style="text-align: center;">*** Nothing follows***</p>			
<b>TOTAL COST</b>					<b>₱9,520,000.00</b>

(Total Amount in Words): NINE MILLION FIVE 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:

*[Signature]*  
**ANITA P. M. ESTORES**  
 Signature over printed name of Supplier

23 October 2020  
 Date

Very truly yours,

*[Signature]*  
**USEC RICARDO B JALAD**  
 Administrator

Funds Available:

*[Signature]*  
**LALAIN NECESARIO BARROGA**  
 Chief, Accounting Section

OBR No. : 02-101101-2020-10-0051  
 Amount : 9,520,000.00

