



Republic of the Philippines
DEPARTMENT OF NATIONAL DEFENSE
OFFICE OF CIVIL DEFENSE VII

Labrador Bldg., N. Bacalso Ave., Sambag 1, Cebu City
 Tel. Nos. (032) 410-6451, 410-6452, 253-8730

PURCHASE ORDER

OFFICE OF CIVIL DEFENSE RO VII

Entity Name

Supplier : ROYAL HENDA INT'L INC. Address : Cor. Pres. Quezon St., Cebu City TIN : 485-130-409-000	P.O. No :2021-01-005 Date : 03/09/2021 Mode of Procurement : 53.10
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Gentlemen:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : ROYAL HENDA INT'L INC. Date of Delivery : March 12, 2021	Delivery Term : Payment Term : 15 days from received of SOA
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Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	Lot	Provision of Lease of Venue with Meal & Snacks for the conduct of 1st Quarter RDRRMC Full Council Meeting on March 22, 2021 (Reschedule: March 12, 2021) AGREEMENT WITNESSETH as follows: <ul style="list-style-type: none"> • ROYAL HENDA INT'L INC. shall allow OFFICE OF CIVIL DEFENSE REGIONAL OFFICE VII the use of meeting/conference facilities and provide meals, snacks and hotel accommodation for the conduct of 1st Quarter RDRRMC Full Council Meeting: Event Date: Initial schedule dated March 22, 2021 Rescheduled date on March 12, 2021 (Final) • Rooms' accommodation with complimentary breakfast for the instructors, secretariat and participants. • Hotel must be able to adjust to the abrupt changes in the number of hotel rooms and conference rooms needed for the event. • Room must provide each person complimentary two (2) bottles of mineral water replenished daily including complete toiletries. • Provision of well-ventilated and air-conditioned function room for one (1) day and must be big enough to accommodate 45-50 people. Provision of one (1) projector 	1	42,000.00	42,000.00

	<p>with screen, sound system with three (3) microphones, four (4) round tables for ten (10) pax, one (1) whiteboard, two (2) instructors and secretariat tables (rectangular), Philippine Flag, and with proper lighting conducive for conference.</p> <ul style="list-style-type: none"> • Must have sufficient power outlets and extension wires for laptops, printer and other equipment. • Must have strong WIFI connection with speed of 6 to 12 mbps for every participant both in the venue and the rooms. • Provide free parking spaces for five (5) vehicles for the whole duration of the activity. • Hotel security must be present during the whole duration of the activity. • Provide meals (lunch & dinner) and snacks (am & pm) for the participants/guest, and secretariat on March 12, 2021. • Lunch and dinner must be in assisted buffet set-up. Minimum of two (2) dishes, with rice, dessert, and beverage. • Meals must be balanced with a variety of fish, vegetables, pork, chicken, beef, and dietary flexibility for participants with allergy and non-pork eaters • Must have free flowing coffee and tea during the duration of the conference • Must provide water station inside the function room. • Must be at least one (1) kilometer away from "Funeral Home" • The End-User (OCD) will strictly observe and comply the safety protocols being implemented by the Hotel (e.i. 50% capacity, social distancing, wearing of face mask, face shield and no posting and taking photos in social media during the event) inside the premises the entire duration of event. • The payment due to the ROYAL HENDA INT'L INC. shall be paid by the Agency within fifteen (15) days after the receipt of the submitted billing statement/ statement of account; 			
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	<ul style="list-style-type: none"> • ROYAL HENDA INT'L INC. agreed a Send Bill Policy in the payment of services • Both parties shall not be liable for failure to comply with this agreement due to force majeure including but not limited to labor disputes, natural disaster, or other causes beyond the control of both parties. 			
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(Total Amount in Words): Forty-Two Thousand Pesos Only.

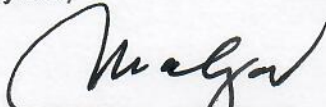
Php 42,000.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:

Very truly yours,



 MARIE GRACE C. COLON
ROYAL HENDA INT'L INC.
 Signature over Printed Name of Supplier


DIR. MARLOU L. SALAZAR
 Signature over Printed Name of Authorized Official
 Regional Director, OCD7
 Designation

_____ Date

Fund Cluster : _____
 Fund Available : _____

ORS/BURS No. : _____
 Date of the ORS/BURS : _____
 Amount : _____


DIANE M. TRUZ
 Signature over Printed Name of Special Disbursing Officer
 Accounting Division/Unit