



Republic of the Philippines
DEPARTMENT OF NATIONAL DEFENSE
OFFICE OF CIVIL DEFENSE VII
GCCC, BGen Benito N Ebuena Airbase, Lapu-Lapu 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./Mezzo Hotel Address: Pres. Quezon St., Kasambagan, Cebu City TIN:485 130 409 000	P.O. No:2021-01-006 Date: 06/10//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 : Mezzo Hotel Date of Delivery : June 17, 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	<p>Provision of Lease of Venue with Meal & Snacks for the conduct of 2nd Quarter RDRRMC Full Council Meeting on June 17, 2021</p> <p>AGREEMENT as follows:</p> <ol style="list-style-type: none">Royal Henda Int'L Inc./Mezzo Hotel shall allow OFFICE OF CIVIL DEFENSE REGIONAL OFFICE VII the use of meeting/conference facilities and provide meals, and snacks for the conduct of 2nd Quarter RDRRMC Full Council Meeting: Event: Initial schedule dated June 21, 2021 Rescheduled date on June 17, 2021 (Final)Requirements for restaurant or events venue must be able to provide meals for the participants/guest and secretariat:<ul style="list-style-type: none">June 17, 2021 – 60 persons (AM, PM Snacks and Lunch)Hotel must be able to adjust to the abrupt changes in the number of conference rooms needed for the event.Provision of well-ventilated and air-conditioned function room for two (2) days and must be big enough to accommodate 60-65 people. Provision of one (1) projector with screen, sound system with three (3) microphones, four	1	42,000.00	42,000.00

(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.

5. Must have sufficient power outlets and extension wires for laptops, printer and other equipment.
6. Must have strong WIFI connection with speed of 6 to 12 mbps for every participant both in the venue and the rooms.
7. Provide free parking spaces for five (5) vehicles for the whole duration of the activity.
8. Hotel security must be present during the whole duration of the activity.
9. Lunch and dinner must be in assisted buffet set-up. Minimum of two (2) dishes, with rice, dessert, and beverage.
10. Meals must be balanced with a variety of fish, vegetables, pork, chicken, beef, and dietary flexibility for participants with allergy and non-pork eaters
11. Must have free flowing coffee and tea during the duration of the conference
12. Must provide water station inside the function room.
13. Must be at least one (1) kilometer away from "Funeral Home"
14. **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.**
15. The payment due to the **ROYAL HENDA INT'L INC./MEZZO HOTEL** shall be paid by the Agency within fifteen (15) days after the receipt of the submitted billing statement/ statement of account;
16. **ROYAL HENDA INT'L INC./MEZZO HOTEL** agreed a Send Bill Policy in the

payment of services

17. 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.

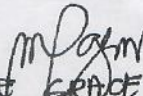
Php 42,000.00

(Total Amount in Words): Forty-Two 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 percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:


Very truly yours,


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

Date


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

Fund Cluster : _____
Fund Available: _____


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

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