



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: BAI HOTEL CEBU		P.O. No: 2021-01-002			
Address: CD SENO Blvd., Cor. Quano Ave., CSSEAZ, N/A, Mandaue City, Cebu		Date: 04/22/2021			
TIN: 009-391-052-00001		Mode of Procurement: 53.10			
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : Bai Hotel Cebu		Delivery Term : _____			
Date of Delivery : April 28-30, 2021		Payment Term : 15 days from received of SOA			
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	Lot	<p>Provision of Meals, Snacks, Venue and Accommodations for the conduct of 3-day Community-Based DRRM Training for the LDRRMOs of Cebu Province on March 29, 30 & 31, 2021 in Cebu.</p> <p>AGREEMENT WITNESSETH as follows:</p> <p>1. BAI HOTEL CEBU shall allow OFFICE OF CIVIL DEFENSE REGIONAL OFFICE VII the use of meeting/conference facilities and provide meals, snacks and hotel accommodation for 3-day Community-Based DRRM Training for the LDRRMOs of Cebu Province:</p> <p>Event: Initial schedule dated March 29, 30 & 31, 2021</p> <p>Rescheduled date on April 28, 29 & 30, 2021 (Final)</p> <p>2. Rooms' accommodation with complimentary breakfast for the following: 37 pax (19 twin sharing-Separate Beds)- Participants/Guest Check in on April 28, 2021 at 2PM Check out on April 30, 2021 at 12:00 PM 5 pax (3 twin sharing-Separate Beds)- Instructor/Facilitators Check in on April 28, 2021 at 2PM Check out on April 30, 2021 at 12:00 PM</p> <p>3. Requirements for restaurant or events venue must be able to provide meals for the participants/guest, instructors and secretariat:</p> <ul style="list-style-type: none"> • April 28-30, 2021: AM, PM Snacks and Lunch, 42 pax • April 28-29, 2021: Dinner, 42 pax • April 29-30, 2021: Complimentary buffet 	1	195,000.00	195,000.00

	<p>breakfast, 42 pax</p> <ol style="list-style-type: none"> 4. Rooms' accommodation with complimentary breakfast for the instructors, secretariat and participants. 5. Hotel must be able to adjust to the abrupt changes in the number of hotel rooms and conference rooms needed for the event. 6. Room must provide each person complimentary two (2) bottles of mineral water replenished daily including complete toiletries. 7. Provision of well-ventilated and air-conditioned function room for three (3) days and must be big enough to accommodate 45-50 people. Provision of one (1) projector 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. 8. Must have sufficient power outlets and extension wires for laptops, printer and other equipment. 9. Must have strong WIFI connection with speed of 6 to 12 mbps for every participant both in the venue and the rooms. 10. Provide free parking spaces for five (5) vehicles for the whole duration of the activity. 11. Hotel security must be present during the whole duration of the activity. 12. Lunch and dinner must be in assisted buffet set-up. Minimum of two (2) dishes, with rice, dessert, and beverage. 13. Meals must be balanced with a variety of fish, vegetables, pork, chicken, beef, and dietary flexibility for participants with allergy and non-pork eaters 14. Must have free flowing coffee and tea during the duration of the conference 15. Must provide water station inside the function room. 16. Must be at least one (1) kilometer away from "Funeral Home" 17. 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. 18. The payment due to the BAI HOTEL CEBU 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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	<p>19. BAI HOTEL CEBU agreed to Send Bill Policy in the payment of services</p> <p>20. 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.</p>			
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(Total Amount in Words): One Hundred Ninety-Five Thousand Pesos Only. Php195,000.00

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,


BAI HOTEL CEBU
 Signature over Printed Name of Supplier
4/22/2021
 Date


DIR. MARLOU 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 : _____