



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: BAI HOTEL CEBU Address: CD SENO Blvd., Cor. Quano Ave., CSSEAZ, N/A, Mandaue City, Cebu TIN: 009-391-052-00001	P.O. No: 2021-01-007 Date: 06/07/2021 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 : Bai Hotel Cebu Date of Delivery : June 19-20 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 Team building activity as part of Morale and Welfare on June 19-20, 2021</p> <p>AGREEMENT as follows:</p> <ol style="list-style-type: none"> 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 Team building activity as part of Morale and Welfare: Event: Initial schedule dated May 27-28, 2021 Rescheduled date on June 19-20, 2021 (Final) 2. Rooms' accommodation with complimentary breakfast for the following: <ul style="list-style-type: none"> • 30 pax (16 twin sharing-Separate Beds)-Participants/OCD Personnel • Check in on 27 May 2021 at 2PM • Check out on 28 May 2021 at 12:00 PM 3. Requirements for restaurant or events venue must be able to provide meals for the participants/guest, instructors and secretariat: <ul style="list-style-type: none"> • May 27-28, 2021: AM, PM Snacks and Lunch, 30 pax 	1	82,500.00	82,500.00

- May 27, 2021: Dinner, 30 pax
 - May 28, 2021: Complimentary buffet breakfast, 30 pax
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 two (2) 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;
- 19. **BAI HOTEL CEBU** agreed a Send Bill Policy in the payment of services
- 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.

(Total Amount in Words): Eighty-Two Thousand Five Hundred Pesos Only.

Php82,500.00

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,


Jandall Aron B. Bo

BAI HOTEL CEBU

Signature over Printed Name of Supplier

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 : _____