

PURCHASE ORDER
DBM - GPPB-150
 Entry Name


Appendix 61

Supplier: PALAGIO DE LAOAG INC.
 Address: Brgy. 27 P, Patama St, Vincer Road, Laoag City
 TN: 007-582-434-000

P.O. No.: CDD-2023-019
 Date: 07 July 2023
 Mode of Procurement: Section 53.10 (Negotiated Procurement)
 - Lease of Real Property and Venues of the Revised ECR of RA 9184

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

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount	
	1	<p>Lease of Venues for Municipal Local Government Units Training - Laoag City (Lot 2)</p> <p>I. Venue shall be Department of Tourism (DOT) accredited</p> <p>II. Availability with minimum of 80 sqm floor area (to be confirmed a week before the training schedule)</p> <p>a. Event Date: MLGU Batch 2: 12 to 14 July 2023 (Laoag City)</p> <p>III. Location</p> <p>a. Laoag City</p> <p>b. Free parking space reserved within or near venue (Minimum of 2 slots reserved for resource speakers from the</p> <p>IV. Neighborhood Data</p> <p>a. Proper waste management system such as regular garbage collection and with Sanitary permit from appropriate authority</p> <p>b. Proximity to Police and Fire Stations</p> <p>c. Proximity to Banks, Postal, and Telecommunications service provider ix. Amenities include:</p> <p>V. Venue</p> <p>a. Structural condition: The foundation is made of concrete and structural steel materials or a combination of both.</p> <p>b. Functionality of Function Room:</p> <p>i. Available one (1) Function Room on schedule from 7:00 Am to 5:00 PM on the first and second day (with 1 hour allotment for ingress and egress), and until 4:00PM on the third day</p> <p>ii. Classroom set up for eighty (80) participants with social distancing and one dedicated table Secretariats that will served as registration area at the entrance door.</p> <p>iii. No obstructing pillars</p> <p>iv. Amenities include:</p> <ol style="list-style-type: none"> 1. At least (3) microphones, preferably wireless with stand and a sound system. 2. Projector, Projector screen and table for LCD Projector 3. Podium 4. Philippine Flag and pole 5. Whiteboard and/or flipchart, and markers 6. Free and steady W-Fi connection for Secretariat and Participants, with at least 50 mbps dedicated connection 7. Waived electricity charges for use of laptops and projectors 8. Audible/Operational Sound System 9. Extension wires for use of Secretariat and participants 10. Welcome Tarpsulin and directional signages <p>c. Room and Facilities</p> <p>i. Compliant to basic protective safety measures against COVID-19 and guidelines on social distancing</p> <p>ii. Continuous water supply & accessible comfort rooms (separate male and female)</p> <p>iii. Compliance with the standards provided by the Building Code of the Philippines</p> <p>iv. At least one (1) Operational Elevators for four (4) or more storey buildings</p> <p>v. Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler</p> <p>vi. Available Telephone and/or internet Connection within the premises of the Building</p> <p>vii. Room Accommodations Terms and Condition:</p> <p>Structural condition: The foundation is made of concrete and structural steel materials or combination of</p> <p>Room Accommodation for six to eight (6 to 8) pax from 11 to 15 July 2023, with the following details:</p> <ol style="list-style-type: none"> a. Twin Sharing <ul style="list-style-type: none"> - Five to six (5 to 6) pax will CHECK-IN on 11 July 2023 - One pax will CHECK-IN on 12 July 2023 b. Executive Room <ul style="list-style-type: none"> - One (1) pax will CHECK-IN on 12 July 2023 c. All will CHECK-OUT on 15 July 2023 <p>At least two (2) electrical outlet per room</p>	Lot	1	PHP	328,805.00


RIZAL A. VIEJO
 07/10/23

Den toilet and bath with hot and cold shower and continuous water supply
 Provision of towel and toiletries
 Free and steady Wi-Fi all rooms, with at least 5 mbps dedicated connection

d. Other Services

- i. Provision of janitorial and maintenance services
- ii. Designated event contact person
- iii. Adequate security services (24/7)
- iv. Use of reusable water for toilet flushing
- v. Use of energy efficient lighting (LED day light)
- vi. Options for multiple-use toiletries
- vii. Compliance with Tourism Act of 2009 as industry standard

e. Catering Services (Guaranteed number of participants shall be confirmed a week before the training event)

- i. Does not use plastic, disposable cups and spoons and forks, instead reusable take-out boxes and the like
- ii. Location must be inside Function Room and/or outside but near the Function Room
- iii. Meals for eighty (80) participants and six to seven (6 to 7) secretariats and one (1) Resource Speaker, with the following details:
 - 1. AM and PM Snacks
 - 2. Buffet Lunch, composed of the following:
 - a. Salad/Soup
 - b. Main course (At least two (2) varieties of Meat/ At least one (1) variant of Meat and one (1) Variant of Fish, and one (1) Variant of Vegetables)
 - c. Rice
 - d. Dessert

(note: The No. of Participants shall be confirmed by the GPPB-TSO a week before the training schedule; payment shall be based on the actual number of participants as confirmed by the GPPB-TSO)

iv. Meals for 5 to 8 Secretariat on the following dates:

- a. 12 to 15 July 2023 - Breakfast for 6 to 8 personnel
- b. 11 July 2023 - Dinner for 5 to 6 secretariat
- c. 12 to 14 July 2023 - Dinner for 6 to 8 personnel

(note: The No. of Participants shall be confirmed by the GPPB-TSO a week before the training schedule; payment shall be based on the actual number of participants as confirmed by the GPPB-TSO)

- 3. Drinks (At least one (1) round of iced Teal Juice for every meal and every snack)
- 4. Provision of free-flowing brewed coffee

g. Client's satisfactory rating based on online hotel reviews

*****nothing follows*****

(Total Amount in Words) Three Hundred Twenty-Eight Thousand Nine Hundred Thirty-Five Pesos

PHP 328,935.00

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 items.

Contract may be terminated, in whole or in part, at anytime for the convenience of the Government upon thirty (30) days' written notice, if determined the existence of conditions make the project implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous events or changes in law, and national government policies.

Conforms:

RIZAL A. VIEJO

Signature over Printed Name of Supplier

07/10/23

Very truly yours,

Date:

2023.07.10

08:02:31

+08'00'

Marie Dionesia A. Rivera-Guillermo

Signature over Printed Name of Authorized Official

Deputy Executive Director IV

Designation

Fund Cluster : 01

Funds Available : PHP 328,935.00

2023.07.07

15:31:22

Mary A. Corrales-08'00'

Signature over Printed Name of Accountant IV

ORSBURS No.:

Date of the ORSBURS:

Amount: