

**PURCHASE ORDER**  
**DBM - GPPB-TSO**  
Entity Name

Appendix 61

Supplier : FIRST PHILIPPINE REALTY CORPORATION  
Address : Brgy. Sta Cruz, Sumulong Hi-Way, Antipolo City  
TIN : 216-415-606-000

P.O. No. : CDD-2023-023  
Date : 09 August 2023  
Mode of Procurement : Section 53.10 (Negotiated Procurement - Lease of Real Property and Venue) of the Revised IRR of RA 9184

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

Place of Delivery : N/A

Delivery Term : N/A

Date of Delivery : N/A

Payment Term : Land Bank's LDDAP-ADA/Bank Transfer

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		Lease of Venue for the Recruitment, Selection, Recognition, and Retention Program			
		<b>I. Availability</b>			PHP
		13-19 August 2023 (Guaranteed 60 live-in pax)			1,441,050.00
		<b>II. Location and Site Condition</b>			
		a. Within Rizal, Philippines			
		b. Free parking space reserved within or near venue (Minimum of five (5) slots – reserved for resource speakers from the area)			
		<b>III. Neighborhood Data</b>			
		a. Proper waste management system such as regular garbage collection and with Sanitary permit from appropriate authority			
		b. Proximity to Police and Fire Stations			
		c. Proximity to restaurants			
		d. Proximity to Banks, Postal, and Telecommunications service provider			
		<b>IV. Venue</b>			
		a. Structural Condition			
		i. The foundation is made of concrete and structural steel materials or a combination of both.			
		ii. Compliance with the standards provided by the Building Code of the Philippines			
		b. Functionality			
		i. Conference Room			
		1. One (1) airconditioned Conference Room that can fit guaranteed 60 pax on August 13-17, 2023, from 7:00 AM to 9:00 PM (with 2 hours allotment for ingress and egress) - and August 19, 2023 (half-day) with provision of tables and chairs			
		2. Two (2) airconditioned Conference Rooms that can fit guaranteed 27 pax on August 17-18, 2023 for the breakout sessions, with provision of tables and chairs (Classroom set-up, three (3) seats per row, with social distancing) or if not available			
		3. Classroom set-up, three (3) seats per row, with social distancing			
		4. One (1) dedicated table for six (6) members of the Secretariat			
		5. One (1) registration table near the entrance of the conference room			
		6. One (1) dedicated area for the technical team/audio-visual equipment operations			
		7. No obstructing pillars in any of the conference rooms			
		ii. Room arrangement:			
		1. 13-19 August 2023 (60 live-in pax)			
		a. Three (3) single executive rooms			
		b. Eleven (11) triple room sharing for female pax			
		c. Twelve (12) twin room sharing for male pax			
		(Note: The no. of participants shall be confirmed by the GPPB-TSO a week before the training)			
		2. All rooms must have			
		a. At least two (2) electrical outlets per room			
		b. Own toilet and bath with hot and cold shower and continuous water supply			
		c. Provision of toiletries			
		d. With air-conditioning unit			
		e. With at least two (2) bottled water per room per day			
		f. Free Wi-Fi			
		iii. Light, ventilation, and air conditioning: With sufficient light, ventilation, and air conditioning in conference room/function hall and rooms			
		iv. Space requirements: Accessible entrance door (can accommodate two (2) people to pass through at the same time)			
		c. Facilities			
		i. Water supply and toilet: Continuous water supply & accessible comfort rooms (separate male and female)			
		ii. Lighting system: Use of energy efficient lighting (LED day light)			
		iii. Elevator: At least one (1) operational elevator for four (4) or more storey buildings (if applicable)			
		(For building below four (4) storeys, indicate the number of floors of the building)			
		iv. Fire escapes: Accessible emergency fire exit			
		v. Fire fighting equipment: Accessible emergency fire exit and alarm, standby fire extinguisher and automatic sprin			
		vi. Internet and Telecommunications:			
		1. Free and steady Wi-Fi connection with at least 50 mbps dedicated connection			
		2. Extension wires for use of Secretariat and participants			
		3. Waived electricity charges for use of laptops			
		vii. Audio-visual equipment:			

1. At least (3) microphone units, preferably wireless with stand
2. One (1) projector with projector screen already set-up in the venue
3. Sound system to connect the microphone and the projector with provision of technical support

d. Other Requirements:

- i. Maintenance: Provision of daily janitorial and maintenance services
- ii. Attractiveness
  1. Provision of Podium
  2. Provision of Philippine Flag and Pole
  3. Provision of two (2) whiteboards and/or flipcharts and markers
  4. Welcome tarpaulin and signages
- iii. Security
  1. Adequate security services (24/7)
  2. Compliant to basic protective safety measures against COVID-19 and guidelines on social distancing
- iv. Green Specifications
  1. Use of reusable water for toilet flushing
  2. Use of energy efficient lighting
  3. Options for multiple-use toiletries
- v. Accreditation:
  1. Accredited by Department of Tourism

e. Catering Services:

- i. Managed buffet set-up inside the venue  
(Note: The no. of participants shall be confirmed by the GPPB-TSO a week before the training schedule)
- ii. Does not use plastic disposable cups and spoons and forks, instead reusable take out boxes and the like
- iii. August 13, 2023 – Sunday – lunch, PM snacks, and dinner for guaranteed 60 pax  
August 14-18, 2023 – Monday – breakfast, AM snacks, lunch, PM snacks, and dinner for guaranteed 60 pax  
August 16, 2023 – Socials Night from 7:00 PM to 9:00 PM with 4 kinds of pica pica variant (nachos or chips, lumpia, chicken wings, nuts, french fries, cheese sticks and the like) and 2 beer cans per head  
August 19, 2023 – Saturday – breakfast only for guaranteed 60 pax
- iv. AM and PM Snacks: Pasta variant or Filipino delicacies or bread/burger variant with one (1) glass of juice
- v. Breakfast, Lunch, and Dinner:  
Salad/Soup  
Main Course – One (1) Chicken; One (1) Beef; and One
- vi. Provision of free-flowing brewed coffee
- vii. Proposed menu shall be submitted a week prior the event and it shall be subject to the approval of the GPPB-TSO

Payment Terms: Reservation fee must be waived by the Lessor. The GPPB-TSO shall pay the Lessor the full amount of the Contract Award inclusive of taxes in a send bill arrangement.

\*\*\*\*\*nothing follows\*\*\*\*\*

(Total Amount in Words) One Million Four Hundred Forty-One Thousand Fifty Pesos


PHP 1,441,050.00

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.


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/s or changes in law, and national government policies.

Conforme:

  
**MARIA DIONESIA A. RIVERA-GUILLEMO**  
 Signature over Printed Name of Supplier  
 AUG 11, 2023 11:23 PM  
 Date

Very truly yours  
  
 Date: 2023.08.11 10:39:26 +08:00  
**Maria Dionesia A. Rivera-Guillermo**  
 Signature over Printed Name of Authorized Official  
 Deputy Executive Director IV  
 Designation

Fund Cluster : 01  
 Funds Available : Php 1,441,050.00

  
**Harry A. Curaza**  
 Signature over Printed Name of Supplier  
 2023.08.10 13:43:16  
 Date

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