

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

Supplier: FIRST PACIFIC LEADERSHIP ACADEMY  
 Address: Km 27 Sumulong Highway, Antipolo City  
 TIN: 216-990-660-000

P.O. No.: CDD-2023-024  
 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  
 Date of Delivery: N/A  
 Delivery Term: N/A  
 Payment Term: Land Bank's LDDAP-ADA/Bank Transfer

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
		<p>Lease of Venue for Knowledge and Skills Enhancement Training Workshop for GPPB Recognized Trainers (Retooling - Batch 3)</p> <p><b>I. Accredited by the Department of Tourism</b></p> <p><b>II. Availability</b></p> <p>23-25 August 2023</p> <p><b>III. Location</b></p> <p>a. Within Rizal, Philippines</p> <p>b. At least five (5) free parking space reserved within or near venue.</p> <p><b>IV. Neighborhood Data</b></p> <p>a. Proper waste management system such as regular garbage collection and with Sanitary permit</p> <p>b. Proximity to Police and Fire Stations</p> <p>c. Proximity to Banks, Postal, and Telecommunications service provider</p> <p><b>V. Venue</b></p> <p>a. Structural Condition: The foundation is made of concrete and structural steel materials or a combination of both. (2012)</p> <p>b. Functionality of the Function Room:</p> <p>i. Available one (1) Airconditioned Function Room on the schedule, from 7:00 AM to 8:00 PM with 1 hour allotment for ingress and egress</p> <p>ii. Area should accommodate forty-eight (48) participants and six (6) GPPB-TSO Secretariat/RPs, with a minimum floor area of 90 sq.m.</p> <p>iii. Classroom set-up for forty-eight (48) participants</p> <p>iv. One (1) dedicated table for registration by the entrance door</p> <p>v. Secretariat table and chairs, good for six (6) pax located at the back of the function room near power source for laptops</p> <p>vi. No obstructing pillars</p> <p>vii. Audible/Operational Sound System</p> <p>viii. Other amenities include:</p> <ol style="list-style-type: none"> <li>At least three (3) wired or wireless microphone units with stand</li> <li>Projector, Projector Screen and table for LCD Projector</li> <li>Podium</li> <li>Philippine Flag and Pole</li> <li>Pads and pencils</li> <li>Whiteboard and/or flipchart, and markers</li> <li>Free and steady Wi-Fi connection for Secretariat and Participants, with at least fifty (50) mbps dedicated</li> <li>Waived electricity charges for use of laptops and projectors</li> <li>Extension wires for use of participants and Secretariat</li> <li>Welcome Tarpaulin and directional signages</li> </ol> <p>c. Room Accommodation:</p> <p>i. Room Accommodation, separate beds, for three (3) days and two (2) nights for forty-eight (48) participants</p> <ul style="list-style-type: none"> <li>- Twenty-one (21) Twin sharing accommodation</li> <li>- Two (2) Triple sharing accommodation</li> </ul> <p>(25 Female and 23 Male pax)</p> <p>ii. Room accommodation for six (6) GPPB-TSO Secretariat/RPs for three (3) days and two (2) nights</p> <ul style="list-style-type: none"> <li>- One (1) Executive Room, single occupancy</li> <li>- Twin/Triple sharing accommodation for five (5) GPPB-TSO Secretariat/RPs</li> </ul> <p>iii. At least two (2) electrical outlet per room</p> <p>iv. Free and steady Wi-Fi in all rooms, with at least 5 mbps dedicated connection</p> <p>v. Own toilet and bath with hot and cold shower and continuous water supply</p> <p>vi. Provision of toiletries including towel, shampoo, soap, toothbrush and toothpaste</p> <p><b>d. Facilities</b></p> <p>i. Compliant to basic protective safety measures against COVID-19 and guidelines on social distancing</p> <p>ii. Continuous water supply &amp; 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 Elevator for four (4) or more storey buildings (if applicable)</p> <p>(two storey building)</p> <p>v. Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler</p> <p>vi. Available Telephone within the premises of the building</p> <p><b>e. Other Services</b></p> <p>i. Provision of janitorial and maintenance services</p> <p>ii. Adequate security services (24/7)</p>			<p>PHP 533,213.89</p>

- iii. Use of reusable water for toilet flushing
- iv. Use of energy efficient lighting
- v. Options for multiple-use toiletries
- vi. Compliance with Tourism Act of 2009 as industry standard
- vii. Designated contact person

f. Meals and Catering Services

- 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
  - ii. Does not use plastic disposable cups and spoons and forks, instead reusable take out boxes and the like
- iii. Meals for forty-eight (48) participants and 6 GPPB-TSO Secretariat/RPs, composed of the following:
  1. Buffet Breakfast (Day 2-3): AM (Day 1-3) and PM (Day 1-2) Snacks; Buffet Lunch (Day 1-3); Buffet Dinner (Day 1-2), composed of the following:
    - a. Salad/Scup
    - b. Main course (At least two (2) variants 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
  2. Pica-pica for Trainers Night/Socials good for fifty-four (54) participants including GPPB-TSO Secretariat/RPs (Day 2) composed of at least four (4) variants (eg. nachos or chips, lumpia, chicken siomai, chicken wings, nuts, french fries, cheese sticks and the like) and 2 beer cans per head
  3. At least one (1) round of Iced Tea/ Juice for every meal and every snack (Day 1-3)
  4. Provision of free -flowing coffee and tea (Day 1-3)
    - a. 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.

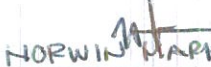
\*\*\*\*\*nothing follows\*\*\*\*\*

(Total Amount in Words) Five Hundred Thirty-Three Thousand Two Hundred Thirteen Pesos and Eighty-Nine Centavos PHP 533,213.89

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


Conforme:

  
**NORWIN MARK T. SAYDO**  
 Signature over Printed Name of Supplier  
 Date: 8/17/23

Very truly yours,   
 Date: 2023.08.17  
 17:27:06  
 +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 533,213.89

  
**Harry A. Curaza**  
 Signature over Printed Name of Accountant  
 Date: 2023.08.17 13:44:51  
 +08'00'

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