

PURCHASE ORDER
DBM - GPPB-TSO
 Entity Name

Supplier: NINON'S HOTEL
 Address: Gov. Lacson St. Old Albay, Legazpi City
 TIN: 005-769-679-005

P.O. No: CDD-2023-022
 Date: 07 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 Municipal Local Government Units Training - Legazpi City</p> <p>I. Venue shall be accredited by the Department of Tourism (DOT)</p> <p>II. Availability of the Function Room during event date with minimum of 90 sq.m floor area (to be confirmed a week before the training schedule)</p> <p>a. Event Date: MLCU 09-11 August 2023 (Legazpi City)</p> <p>III. Location</p> <p>a. Legazpi City</p> <p>b. Free parking space reserved within or near venue (Minimum of 2 slots - reserved for resource speakers from the area)</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</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 the schedule, from 7:00 AM to 6:00 PM on the first and second day (with 1 hour allotment for ingress and egress), and until 4:00 PM on the third day</p> <p>ii. Classroom set up for eighty (80) participants with social distancing and one dedicated table Secretariats that will serve as registration area. Secretarial table must be located near a power source 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 three (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 Wi-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 Secretariats and participants 10. Welcome Tarpaulin 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 Elevator for four (4) or more storey building (if applicable); if lower than 4 storeys, indicate the number of storeys</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 Conditions:</p> <p>Structural condition: The foundation is made of concrete and structural steel materials or combination of both</p> <p>One (1) Triple and One (1) Twin-sharing room accommodation for five (5) Secretariats from 08 August 2023 to 12 August 2023 with the following details</p> <ol style="list-style-type: none"> a. Three (3) Secretariats will CHECK-IN on 08 August 2023 b. Two (2) secretariats will CHECK-IN on 09 August 2023 c. All Secretariats will CHECK-OUT on 12 August 2023 <p>At least two (2) electrical outlets per room</p> <p>Own toilet and bath with hot and cold shower and continuous water supply</p> <p>provision of towels and toiletries</p> <p>Free and steady Wi-Fi in all rooms, with at least 5 mbps dedicated connection</p> <p>d. Other Services</p> <p>i. Provision of janitorial and maintenance services</p> <p>ii. Designated contact person</p> <p>iii. Adequate security service (24/7)</p> <p>iv. Use of reusable water for toilet flushing</p> <p>v. Use of energy efficient lighting (LED day light)</p> <p>vi. Options for multiple-use toiletries</p>		PHP	352,000.00

vii. Compliance with Tourism Act of 2009 as industry standard

e. 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
- iii. Meals for eighty (80) participants and five (5) GPPB-TSO 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) 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
- iv. Meals for five (5) Secretariats on the following dates:
 - a. 08 August 2023 - Dinner for 3 Secretariats
 - b. 09 - 12 August 2023 - Breakfast for 5 Secretariats
 - c. 09 - 11 August 2023 - Dinner for 5 Secretariats

(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 Tea/Juice for every meal and every snack)
 - 4. Provision of free-flowing brewed coffee

Payment Terms: Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after Submission of Billing and User Acceptance of the products. Bank Transfer shall be charged against the creditor's account.

Payment shall be based on the actual number of participants.

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

(Total Amount in Words) Three Hundred Fifty-two Thousand Pesos

PHP 352,000.00

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 items. Contract may be terminated, in whole or in part, at any time 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.

Conforme

REBECCA C. TEJERESAS
SALES EXECUTIVE

Signature over Printed Name of Authorized Official
 Date: 8/07/2023

Very truly yours,



Maria Dionesia A. Rivera-Guillermo
 Signature over Printed Name of Authorized Official
 Deputy Executive Director IV
 Designation

Fund Cluster: 01
 Funds Available: PHP 352,000.00

Harry A. Salazar
 Signature over Printed Name of Accountant IV

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