

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

Supplier : GRAND CITY HOTELS INC.  
Address : Dzin Azcolinar, Velez Street, Cagayan De Oro City  
TIN : 022-915-620-009

P.O. No : CDD-2023-028  
Date : 29 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
		<p><b>Lease of Venue for Municipal Local Government Units Training - Cagayan De Oro</b></p> <p><b>I. Venue shall be accredited by the Department of Tourism (DOT)</b></p> <p><b>II. Availability of Function Room during event date with minimum of 90 sq.m. floor area (to be confirmed a week before the</b> a. Event Date: MLGU Cagayan De Oro City 06-08 September 2023 (Cagayan De Oro)</p> <p><b>III. Location</b> a. Cagayan De Oro City b. Free parking space reserved within or near venue (Minimum of 2 slots-reserved for resource speakers from the area)</p> <p><b>IV. 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 Banks, Postal, and Telecommunications service provider</p> <p><b>V. Venue</b> a. Structural Condition: The foundation is made of concrete and structural steel materials or a combination of both. b. Functionality of the Function Room: i. Available one (1) Function Room on the schedule, from 7:00 AM to 6:00 PM on first and second day (with 1 hour allotment for ingress and egress), and until 4:00 PM on the third day ii. Classroom set up for eighty (80) participants with social distancing and one dedicated table for Secretariats that will serve as registration area. Secretariat table must be located near a power source at the entrance door. iii. No obstructing pillars iv. Amenities include: 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 fifty (50) mbps dedicated 7. Waived electricity charges for use of laptops and projectors 8. Audible/Operational Sound System 9. Extension wires for use of participants and Secretariat 10. Welcome Tarpaulin and directional signages c. Room and Facilities i. Compliant to basic protective safety measures against COVID-19 and guidelines on social distancing ii. Continuous water supply &amp; accessible comfort rooms (separate male and female) iii. Compliance with the standards provided by the Building Code of the Philippines iv. At least one (1) Operational Elevator for four (4) or more storey buildings (if applicable); if lower than 4 storeys, indicate the number of storeys v. Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler vi. Available Telephone within the premises of the building vii. Room Accommodations Terms and Conditions: Structural condition: The foundation is made of concrete and structural steel materials or combination of both Room Accommodation on the following dates: a. Triple Sharing: CHECK-IN on 05 September 2023 b. Twin Sharing: CHECK-IN on 05 September 2023 c. Executive Room (single Occupancy): CHECK-IN on 05 September 2023 d. ALL Secretariat members will CHECK-OUT on 08 September 2023 d. At least two (2) electrical outlets per room e. Own toilet and bath with hot and cold shower and continuous water supply f. Provision of towels and toiletries g. 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 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</p>			<p>PHP 342,000.00</p>

- e. Catering Services (Guarantee 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 eight (6 to 8) GPPB-TSO Secretariats and Resource Speakers, with the following details:
    - 1. AM and PM Snacks;
    - 2. Buffet Lunch, composed of the following:
      - a. AM and PM Snacks;
      - 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. 30 August - 01 September 2023 Breakfast for 5 Secretariats
      - b. 29 August 2023 Dinner for 3 Secretariats
      - c. 30 August - 31 August 2023 Dinner for 5 Secretariats
    - 3. Drinks (At least one (1) round of Iced Tea/Juice for every meal and every snack)
    - 4. Provision of free-flowing brewed coffee
  - f. Client's satisfactory rating based on online hotel reviews

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 product. Bank Transfer fee shall be charged against the creditor's account. Payment shall be made based on the actual number of participants


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

(Total Amount in Words) **Three Hundred Forty-Two Thousand Pesos** PHP **342,000.00**


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 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.

Conforms.

  
**Tricia Grace G. Ranises**  
 Signature over Printed Name of Supplier  
 Date 9/4/2023

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 342,000.00

  
**Harfe A. Curaza**  
 Signature over Printed Name of Accountant IV

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