

PURCHASE ORDER
DBM - GPPB-TSO

Entity Name

Supplier : BORACAY TROPICS INC. Address : Station 2, Brgy. Balabag, Bo. Manggaynd, Boracay Island, Malay, Aklan TIN : 240-371-302-00000	P.O. No. : <u>PO-LRD-2024-002</u> Date : 15 April 2024 Mode of Procurement : <u>Section 53.10 (Negotiated Procurement - Lease of Real Property and Venue) of the Revised IRR of RA 9184</u>
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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 : A single advance payment not to exceed fifty percent (50%) of the contract amount may be made by the GPPB-TSO when required. The remaining balance shall be paid upon arrival at the venue, provided that supporting documents such as the billing statement and official receipt are immediately issued.

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	LOT	<p>Conduct of Annual, Planning, Performance Evaluation and Accomplishment Review of Group C for Fiscal Year 2024 Particular for the procurement of lease of venue with meals</p> <p>Technical Requirements :</p> <p>I. Availability</p> <p>a. Date: <u>April 24-26 (3 days and 2 nights) Wednesday to Friday</u> b. No. of pax: 15</p> <p>II. Location and Site Condition</p> <p>a. Boracay, Philippines III. Neighborhood Data</p> <p>a. Proper waste management system such as regular garbage collection. b. Proximity to Police and Fire Stations</p> <p>c. Proximity to Restaurant, Banks, Postal, and Telecommunications service providers</p> <p>IV. Venue</p> <p>a. Structural condition The foundation is made of concrete and structural steel materials or combination of both.</p> <p>b. Functionality</p> <p>1. Indoor:</p> <p>a. Available one (1) mini-conference room for 4 hours on 25 April 2024 that can accommodate the number of participants. b. No Obstructing Pillars c. Provisions of the following:</p> <p>i. Audible/Operational Sound System; ii. Tables and Chairs; iii. Free and steady Wi-Fi connection; iv. Inclusive of electricity charges for use of laptops, projector, and other equipment, and v. Use of at least 2 microphones;</p> <p>d. With good lighting and well-ventilated and airconditioned function or conference room.</p> <p>2. Outdoor:</p> <p>a. Spacious outdoor area that can accommodate the number of participants; b. Complimentary use of other recreational amenities such as swimming pools, and other water activities, etc. (subject to availability); c. Availability of covered space to serve as banquet area for meals.</p> <p>3. Room Arrangement</p> <p>a. The service provider shall provide accommodation with the following minimum requirements:</p> <p>(i) Villas, or Dorm type room accommodations for three (3) days and two (2) nights, good for 15 Pax (9 Girls and 6 boys). (ii) Air-conditioned rooms or villas</p> <p>(iii) Check In: <u>24 April 2024</u> Check out: <u>26 April 2024</u></p> <p>(iv) Clean toilet and bath in each room, furnish with television, closet, beddings, water heater shower, clean towels, complimentary bottled water or hot and cold water dispensers, and basic toiletries.</p> <p>V. Facilities</p> <p>a. Compliant with basic protective safety measures against COVID-19, and guidelines on social distancing. b. Continuous water supply & accessible comfort rooms (separate male and female) c. Compliance with the standards provided by the Building Code of the Philippines d. Accessible emergency exit and alarm, standby fire extinguisher and automatic Sprinkler e. Available Telephone and/or Internet Connection within the premises of the building</p>	1	Php89,000.00	Php89,000.00

VI Catering Services

- a. Does not use plastic, disposable cups and spoons and forks, instead plated serving or reusable take-out boxes and the like.
- b. Location must be inside the premises of the venue.
- c. The service provider shall provide the following meal requirements for a minimum of fifteen (15) pax:

Meal for 21 pax

Day 1: PM Snacks, and Dinner (upon arrival);
Day 2: Breakfast (Complimentary), Lunch and Dinner;
Day 3: Breakfast (Complimentary),

Meal Set Up (for lunch and dinner) for 21 pax

Lunch and Dinner composed of the ff:
- Salad/Soup
- Main course (two (2) variants of meat, one (1) variant of vegetables, and one (1) variant of fish)
- Rice
- Dessert
- Drinks: Bottled water and at

VII Other Requirements

- a. Provision of Janitorial and maintenance services
- b. Ambiance conducive for team planning, communication, motivation, and collaboration;
- c. Adequate security service (24/7)
- d. Compliance with Tourism Act as industry standard.
- e. Options for multiple-use toiletries

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

(Total Amount in Words) **Eighty-Nine Thousand Pesos Only**

Php89,000.00

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 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.

Conforme:

JOSEPH B. BONGANAY

Signature over Printed Name of Supplier

Date

Very truly yours,

Maria Dignesia A. Rivera-Guillermo

04/15/2024

MARIA DIGNESIA A. RIVERA-GUILLERMO

Signature over Printed Name of Authorized Official

Deputy Executive Director IV

Designation

Fund Cluster : **01**

Funds Available : **Php 89,000.00**

2024.04.1

14:01:15

Signature over Printed Name of Accountant IV

+08 00

ORS/BURS No. : _____

Date of the ORS/BURS: _____

Amount : _____