

PURCHASE ORDER DBM - GPPB-TSO Entity Name						Appendix 61
Supplier : DELUXE HOTELS AND RECREATION, INC. D.B.A. HILTON, MANILA Address : 1 Newport Blvd., Newport City, Barangay 183, Pasay City TIN : 008-345-259-000			P.O. No. : <u>PO-CDDB-2025-011</u> Date : 24 March 2025 Mode of Procurement : <u>Section 35.9 Lease of Real Property and Venue of the IRR of RA No. 12009 (NGPA)</u>			
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:						
Place of Delivery : N/A			Delivery Term : <u>Please see conditons below.</u>			
Date of Delivery : N/A			Payment Term : The GPPB-TSO shall pay the supplier the actual amount net of taxes in a send bill arrangement. Payment shall be made within thirty (30) calendar days from the submission of billing statement and completion of the deliverables and issuance of Certificate of Inspection and Acceptance. Please see other conditions below.			
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount	
	lot	Lease of Venue, Catering Services, Technical Package and Media Services Lease of Venue, Catering Services, Technical Package and Media Services for East Asia and the Pacific International Public Procurement Conference on April 28 to 30, 2025 Requirements: Location of Venue: •Venue must be within five (5) kilometers from Ninoy Aquino International Airport (NAIA) Accessibility and Inclusivity: •Venue must be accessible to all participants, including PWDs, and with elevators especially for venues located at the second or higher floors •With provision for reserved parking for at least ten (10) vehicles, free of charge, for three (3) days Services and Amenities: •Five-star hotel services and amenities •Provision of janitorial/housekeeping and security services •With available Medical Clinic with first aid facilities and a standby nurse/ or available transport to a nearby hospital in case of emergency Fortuitous Events: •In case of any fortuitous events, rescheduling shall be allowed without any additional cost, within two (2) months from the original date, subject to the availability of the hotel. Venue Requirements: APlenary Hall (for at least 150 pax): •Must be available for the whole duration of the event (Ingress Not earlier than 2:00 AM on 28 April 2025 Egress: Within four (4) hours after the event) •Must be able to accommodate at least 150 pax in a round-table setup with eight (8) to ten (10) seating capacity •With provision of registration tables with tablecloth cover to be set-up outside the function hall for the first day •With provision for storage area for safekeeping of event materials	1		₱3,473,900.00	

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Address : 1 Newport Blvd., Newport City, Barangay 183, Pasay City	Date : 24 March 2025
TIN : 008-345-259-000	Mode of Procurement : Section 35.9 Lease of Real Property and Venue of the IRR of RA No. 12009 (NGPA)

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		<ul style="list-style-type: none"> •With adjustable air conditioning or ventilation to maintain a comfortable environment for all attendees •With elevated stage (2 feet high or more), a podium, Philippine flag with a stand and extra pole/flag stand. •With power outlets and charging stations available at different locations to accommodate attendees' needs •With provision for free and high-speed WiFi, minimum of 100 Mbps and/or higher dedicated connection to ensure zero intermittent connection, and a video projection facility •Without any pillars or obstructions that block the view of the stage. •With clean and well-maintained comfort rooms located near or adjacent to the function hall •With standby IT personnel for technical support <p>BMeeting Room/ VIP Holding Area (for at least 10 pax)</p> <ul style="list-style-type: none"> •With provision for one (1) small room to be used as meeting room/ VIP holding area for the duration of the event •Must be available from 7:00 AM onwards while the program has not yet started for the whole duration of the event •With adjustable air conditioning or ventilation to maintain a comfortable environment for all attendees <p>CArea for Press Conference (for at least 20 to 30 pax)</p> <ul style="list-style-type: none"> •With provision for open or enclosed area for the holding of press conference on April 28, 2025 (AM, with specific time to be confirmed during implementation) <p>DFunction Area for Socials (for at least 100 pax)</p> <ul style="list-style-type: none"> •With separate function area for socials that can accommodate at least 100 pax from 6pm to 10 pm on April 28, 2025 •With area that can be used for cultural /group presentation •With provision for minimum lights and sound provision for entertainment purposes 			

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Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		Meals and Refreshments: APlenary Area for at Least 150 pax April 28-29, 2025 -Plated AM snacks with beverage -Buffer lunch with beverage -Plated PM snacks with beverage - With free-flowing coffee, tea, and water April 30, 2025 -Plated AM snacks with beverage -Buffer Lunch with beverage - With free-flowing coffee, tea, and water BMeeting Room/ VIP Holding Area (for at least 10 pax) -With free-flowing coffee and/or tea and at least two (2) variants of pastries CArea for Press Conference (for at least 20 pax) -Plated AM snacks with beverage DFunction Area for Socials for at least 100 pax - Pica-pica -Buffer Dinner with beverage Additional Notes: aMenu choice for meals, snacks, and pica-pica must be submitted for approval within five (5) working days upon receipt of contract bLunch and dinner buffet with wide course selection that fit high-level event requirements. It should include salad, soup, dessert, assorted beverage, at least two (2) variants of meat, one (1) variant of seafood, and one (1) variant of vegetable cFree food testing for three (3) to four (4) pax must be arranged at least one (1) week prior to the event			

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		<p>cEnsure that vegetarian, halal, and allergen-free meal options are available upon request without any additional costs</p> <p>eServing time of meals and refreshments to be coordinated by the end-user</p> <p>With dedicated professional waiters to assist with food service, replenishment, and table clearing</p> <p>g/With provision of biodegradable takeout boxes or containers available upon request, free of charge</p> <p>tCost of meals and refreshment based on guaranteed pax. Any cost incurred for meals and refreshments on top of the guaranteed arrangement shall be based on actual consumption, with total cost not exceeding total contract price for the Project</p> <p>Technical Equipment, Photo and, Video Coverage and other Services Requirements:</p> <p>Must be able to provide the following technical services:</p> <ul style="list-style-type: none"> •Manage the set-up, live streaming support, technical staging requirements including the technical assistance in projecting/managing presentations/airing of AVPs, etc., including, live streaming on multiple social media platforms (YouTube, Facebook Live, Zoom Webinar [Live Zoom Broadcast]) •Video coverage and recording for three days with clear, high-quality audio recordings of all sessions for documentation and reference. •Provide a complete high resolution (1080p) video file (MP4/MOV format) recording of the event, in USB/HDD •Same-day video editing: The video highlight should be 2 to 3 minutes long in MP4/MOV format summarizing key moments of the day. Edited video highlights must be available within 2 hours after the last session each day. •Unlimited photos during the event and with simple editing (adding of office branding only) for selected photos. •Provide raw and edited copy of high-resolution photos in USB/HDD •Prepare the following, which shall be consistent with the event theme branding to be provided by the End-User: <ul style="list-style-type: none"> a30-second Pre-Event Teaser Video, which shall be made available at least 1 month before the event or earlier. b5 to 6 minutes Audio and Visual Presentation video of the Accomplishment of the GPPB-TSO; final video shall be made available at least 3 calendar days prior to the event. 			



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		<p>•Arrangement and technical dry run must be provided at any time to be agreed with the hotel and service provider before the first day of the event.</p> <p>Must provide the following technical equipment:</p> <ul style="list-style-type: none"> •One (1) unit of 9 ft x 12 ft LED wall •One (1) unit of follow spotlight •48 par LED lights •4-6 units of monitor speakers •Six (6) units of wireless microphones (w/ new foam covers) •Two (2) wired microphone (w/ new foam covers) •3-camera set up for live feed / broadcast •Video switcher device/hardware (capable of live streaming) •Audio switcher/hardware •At least four (4) Laptops (audio/video playback) •Six (6) units of comm set / intercom (for coordination between GPPB-TSO coordinator and tech staff) •Other related materials, tools, and equipment that may be required to ensure efficient and uninterrupted services. <p>Event Media Services for the Design, Delivery, and Installation of the Magazine booth</p> <ul style="list-style-type: none"> •With life-sized magazine type enclosure with customized magazine cover for at least three (3) hours on the first day of the event •With free one (1) hour stop time (to give way for programs, etc), and provision of soft copy of photos <p>Additional Provision:</p> <ul style="list-style-type: none"> •Digital Signages <p>Contractual Arrangement and Payment Terms:</p> <p>The Service Provider may outsource the technical and media services required by the End-User, subject to the condition that the Service Provider remains fully responsible and liable for the quality and timely delivery of the outsourced services. Furthermore, since the contract will be executed between the Service Provider and the GPPB-TSO, all communications, transactions, and coordination related to the project shall be made exclusively with the Service Provider.</p> <p>The GPPB-TSO shall pay the service provider the actual amount net of taxes in a send bill arrangement. Payment shall be made within <u>thirty (30) calendar days</u> from the submission of billing statement. Billing shall be made after the activity.</p> <p>Terms of Payment:</p> <p>The GPPB-TSO shall pay the supplier the actual amount net of taxes in a send bill arrangement. Payment shall be made within thirty (30) calendar days from the submission of billing statement and completion of the deliverables and issuance of Certificate of Inspection and Acceptance.</p> <p align="center">*****nothing follows*****</p>				
(Total Amount in Words) Three Million Four Hundred Seventy-Three Thousand Nine Hundred Pesos					PHP	3,473,900.00

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<p>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.</p> <p>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.</p>					
Conforme:		Very truly yours,			
 Signature over Printed Name of Supplier KATHRYN GUMING Date 27/3/25		 RENLAY B. BANAL Signature over Printed Name of Authorized Official RENLAY B. BANAL Officer-in-Charge, Capacity Development Division - B Designation			
Fund Cluster : 07 Funds Available : 3,473,900.00 For HARRY A. CURAZA Signature over Printed Name of Accountant IV		ORS/BURS No. : _____ Date of the ORS/BURS: _____ Amount : _____			