

PURCHASE ORDER
DBM - GPPB-TSO
Entity Name

Supplier : THE HERITAGE HOTEL MANILA	P.O. No. : PO-CDDA-2026-005
Address : ROXAS BLVD., CORNER EDSA PASAY CITY	Date : 16-Mar-26
TIN : 000-460-602-000	Mode of Procurement : Section 35.9 Negotiated Procurement-Lease of Real Property and Venue of the IRR of RA No. 12009 (NGPA)

Gentlemen:
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : GPPB-TSO Building, Commonwealth Avenue, UP Diliman Campus, Quezon City	Delivery Term : Please see conditions below.
Date of Delivery : 22-25 March 2026	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, as may be applicable. Please see other conditions below.

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	lot	<p>Room and Accommodation with Meals for the Trainers' Summit for the Renewal and On-Boarding of GPPB Recognized Trainers</p> <p>Location of Venue: Venue must be within ten (10) kilometers from Ninoy Aquino International Airport (NAIA)</p> <p>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</p> <p>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</p> <p>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.</p> <p>Venue Requirements: A. Plenary Hall ·Must be available for the whole duration of the event (23-25 March 2026) (Ingress not later than 4:00 PM on 22 March 2026; Egress: Within four (4) hours after the event) ·Must be able to accommodate pax in a classroom set-up ·Day 1 for 229 pax ·Day 2 for 140 pax ·Day 3 for 140 pax ·With provision of registration tables with tablecloth cover to be set-up outside the function hall for the first day ·With adjustable air conditioning or ventilation to maintain a comfortable environment for all attendees ·With podium and Philippine flag with a stand</p>	1		P2,356,400.00

F.O.C.

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P.O. No. : **PO-CDDA-2026-005**

Date : 16-Mar-26

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Date of Delivery :

22-25 March 2026

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		AV set-up with at least 8 wireless microphones and stands, and 2 wired. -With power outlets and charging stations, and extension wire available at different locations to accommodate attendees' needs -With provision of LED wall that can be used during the activity. -With provision for free and high-speed WiFi, minimum of 100 Mbps and/or higher dedicated connection to ensure zero intermittent connection -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			
		B. Function Area for Socials (for at least 140 pax) -With separate function area for socials that can accommodate at least 140 pax from 5 pm to 11 pm on 24 March 2026. -With area for dancing and presentations -With provision for minimum lights and sound provision for entertainment purposes			
		Meals and Refreshments: 22 March 2026 for 20 pax -Plated Dinner with beverage	20	1,700.60	34,000.00
		23 March 2026 for 229 pax -Plated AM snacks with beverage -With free-flowing coffee, tea, and water -Buffet lunch with beverage	89	2,400.00	213,600.00
		23 March 2026 for 140 pax -Plated PM snacks with beverage -With free-flowing coffee, tea, and water -Buffet Dinner with beverage	140	3,540.00	495,600.00
		24 March 2026 for 140 pax -Buffet breakfast -Plated AM snacks with beverage -Buffet lunch with beverage -Plated PM snacks with beverage -With free-flowing coffee, tea, and water -Buffet Dinner with beverage	140	3,840.00	537,600.00

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Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		<p>25 March 2026 for 140 pax -Buffet breakfast -Plated AM snacks with beverage -Buffet lunch with beverage -Plated PM snacks with beverage</p> <p>Socials for at least 140 pax on 24 March 2026 -Pica-pica -Buffet Dinner with beverage</p> <p>Additional Notes: a. Menu choice for meals, snacks, and pica-pica must be submitted for approval within three (3) working days upon receipt of contract b. Lunch and dinner buffet with wide course selection. 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 c. Free food testing for three (3) to four (4) pax must be arranged at least one (1) week prior to the event d. Ensure that vegetarian, halal, and allergen-free meal options are available upon request without any additional costs e. Serving time of meals and refreshments to be coordinated by the end-user f. With dedicated professional waiters to assist with food service, replenishment, and table clearing g. With provision of biodegradable takeout boxes or containers available upon request, free of charge</p> <p>Accommodation Requirements: 22 March 2026 for 20 pax 6 Twin Rooms, 1 Triple Sharing 23-25 March 2026 for 140 pax Twin sharing accommodation for three (3) days and two (2) nights, good for 140 Pax.</p> <p>Terms of Payment: 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, as may be applicable.</p> <p align="center">*****nothing follows*****</p>	140	2,240.00	313,600.00
					766,800.00

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Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
(Total Amount in Words) Two Million Three Hundred Fifty-Six Thousand Four Hundred Pesos Only					PHP 2,356,400.00

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 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:



JAM KATON
Signature over Printed Name of Supplier
March 17, 2026
Date

Very truly yours,



MARIA LORA T. ALVAREZ HORTILLAS
Signature over Printed Name of Authorized Official
Chief, Capacity Development Division - A
Designation

Fund Cluster : 01
Funds Available : PhP 2,356,400.00

ORS/BURS No. : _____

Date of the ORS/BURS: _____

Amount : _____



JAE ANNE MONTERUBIO
Signature over Printed Name of Accountant