



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DAVAO REGIONAL OFFICE
 58 McArthur Highway, Matina Crossing, Davao City
<http://www.region11.dilg.gov.ph>

PURCHASE ORDER

Supplier: DAVAO EXCEL VENTURES CORPORATION	P.O.No. : 2024-03-061
Address: Porras St. Bo. Obrero, Davao City	Date: March 14, 2024
TIN: 004-429-111-000	Mode of Procurement: Negotiated Procurement - Lease of Venue

Gentlemen:

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

Place of Delivery: DILG XI Regional Office	Delivery Term: within 4 calendar days
Date of Delivery: April 02-05, 2024	Payment Term: w/in 15 calendar days

Stock/ Property	Unit	Description	Quantity	Unit Cost	TOTAL BID PRICE
		<p>Technical Specifications with asterisks (*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotations.</p> <p>1. The hotel must be compliant to the policies and health protocols imposed by the National Government through the Inter-Agency Task Force on Emerging Infectious Diseases (IATF-EID).*</p> <p>2. The venue must provide enough space for participants to be seated at least one (1) circumferential meter apart and be able to strictly observe physical distancing.*</p> <p>3. The venue must be easily located and accessible to public transportation.*</p> <p>4. For enclosed venues with air-conditioning, ensure proper ventilation and exhaust system.*</p> <p>5. Meals should be served in a buffet except for snacks.*</p> <p>6. Free energy cost for laptop.*</p> <p>7. Venue must have "No Smoking Policy".**</p> <p>8. Availability of spacious parking area.*</p> <p>9. Provision of backdrop inside the function room and tarpaulin outside the venue.*</p>	/		

Stock/ Property	Unit	Description	Quantity	Unit Cost	TOTAL BID PRICE
		10. Dedicated internet WiFi at least 10mbps (DILGSSID)*	/		
		11. The session hall and facilities should exclusively be used by the participants to prevent exposure to COVID19. No other offices should occupy the session venue.*	/		
		12. Room includes own shower and toilet.*	/		
		13. Hotel must provide complete health and hygiene kits.*	/		
		14. Hotel must provide service water for each room.*	/		
		15. The hotel should not have any gambling area or KTV bars.*	/		
		16. The hotel must not utilize single-use plastic materials.*	/		
		17. Menu package/s for meals/snacks to be served	/		
		(Please attach)*			

