



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: <u>DAVAO INSULAR HOTEL CO. INC</u>	P.O.No. : <u>2024-09-288</u>
Address: <u>Km. 7, Lanang, Davao City</u>	Date: <u>September 24, 2024</u>
TIN: <u>000-074-830-000</u>	Mode of Procurement: <u>NEGOTIATED PROCUREMENT - LEASE OF VENUE</u>

Gentlemen:

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

Place of Delivery: <u>DILG XI Regional Office</u>	Delivery Term: <u>within 6 calendar days</u>
Date of Delivery: <u>September 30, 2024 - October 5, 2024</u>	Payment Term: <u>w/in 15 calendar days</u>

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 and exhaust system.*</p> <p>5. Meals should be served in a buffet except for snacks.*</p> <p>6. Free energy costs for laptops.*</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 and tarpaulin outside the venue.*</p> <p>10. Dedicated wireless internet connection with at least 100mbps.*</p> <p>11. The session hall and facilities should exclusively be used by the participants to prevent exposure to COVID-19. No other offices should occupy the session venue.*</p> <p>12. Room includes own shower and toilet.*</p> <p>13. Hotel must provide complete health and hygiene kits.*</p> <p>14. Hotel must provide service water for each room.*</p> <p>15. The hotel should not have any gambling areas or KTV bars.*</p> <p>16. The hotel must not utilize single-use plastic materials.*</p> <p>17. The hotel must be located near the essential establishments/ services within the city (hospitals/banks, supermarkets, etc.)</p> <p>18. With complimentary/free flowing coffee in the venue.*</p>	<p>/</p> <p>/</p> <p>/</p> <p>/</p> <p>/</p> <p>/</p> <p>/</p> <p>/</p> <p>/</p> <p>/</p> <p>/</p> <p>/</p> <p>/</p> <p>/</p> <p>/</p> <p>/</p> <p>/</p> <p>/</p> <p>/</p> <p>/</p>		

Stock/ Property	Unit	Description	Quantity	Unit Cost	TOTAL BID PRICE
		Lease of Venue, with Meals and Room Accommodation:			
		September 30, 2024 (Day 1)			
		Live-in/Full Board:			
	pax	AM Snacks, Lunch, PM Snacks and Dinner with Room Accommodation (twin-sharing) <i>Note: Breakfast to be served on October 5, 2024</i>	52	2,900.00	150,800.00
		October 1, 2024 (Day 2)			
		Live-in/Full Board:			
	pax	Breakfast, AM Snacks, Lunch, PM Snacks and Dinner with Room Accommodation (twin-sharing)	52	2,900.00	150,800.00
		October 2, 2024 (Day 3)			
		Live-in/Full Board:			
	pax	Breakfast, AM Snacks, Lunch, PM Snacks and Dinner with Room Accommodation (twin-sharing)	52	2,900.00	150,800.00
		October 3, 2024 (Day 4)			
		Live-in/Full Board:			
	pax	Breakfast, AM Snacks, Lunch, PM Snacks and Dinner with Room Accommodation (twin-sharing)	52	2,900.00	150,800.00
		October 4, 2024 (Day 5)			
		Live-in/Full Board:			
	pax	Breakfast, AM Snacks, Lunch, PM Snacks and Dinner with Room Accommodation (twin-sharing)	52	2,900.00	150,800.00
		October 5, 2024 (Day 6)			
		Live-out:			
	pax	Breakfast (part of full board, September 30, 2024) XX PR No: 2024-09-289 dtd. September 18, 2024 End-User: ORD - RICTU Purpose: Conduct of Training of Trainers (TOT) on the Local Government Unit Support System (LGUSS) - Mindanao Cluster on September 30, 2024 - October 5, 2024			
					754,000.00

Total Amount in Words: SEVEN HUNDRED FIFTY-FOUR THOUSAND PESOS ONLY

In case of failure to make the full delivery within the time specified above, a penalty of tenth (1/10) of one percent for every of delay shall be imposed on the undelivered item /s.

CONFORME:

Marye Berdan

Signature over Printed Name of Supplier

27 SEP 2024

Date

Very truly yours,

ABDULLAH V. MATALAM

Regional Director

By the Authority of the Regional Director:

GALE MARIE S. GRAVADOR

Chief, FAD

Fund Cluster: 01

Funds Available: 754,000.-

MARIA TERESA S. BERDAN

Signature over Printed Name of Chief

Accountant/Head of Accounting Division/Unit

9/25/2024

ORS/BURS No.:

02-01101101-2024
09-001791

Date of the ORS/BURS:

9/25/2024

Amount:

754,000.-