



## PURCHASE ORDER

<b>Supplier:</b> OCEAN FIVE BEACH CLUB INC/MERGRANDE OCEAN RESORT	<b>P.O.No. :</b> 2024-11-355
<b>Address:</b> Bago Aplaya, Davao City	<b>Date:</b> November 20, 2024
<b>TIN:</b> 006-036-554-000	<b>Mode of Procurement:</b> NEGOTIATED PROCUREMENT - LEASE OF VENUE

**Gentlemen:**

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

<b>Place of Delivery:</b> DILG XI Regional Office	<b>Delivery Term:</b> within 2 calendar days
<b>Date of Delivery:</b> December 16-17, 2024	<b>Payment Term:</b> w/in 15 calendar days

Stock/ Property	Unit	Description	Quantity	Unit Cost	TOTAL BID PRICE
		<p><b>Technical Specifications with asterisks (*) are mandatory.</b></p> <p><b>Failure to comply with any of the mandatory requirements will disqualify your quotations.</b></p> <p><b>Buffet:</b></p> <p>1. Free flowing coffee.* /</p> <p>2. All meals must have drinks/beverages and desert (fresh fruits or pastries).* /</p> <p>3. Use of porcelain/ceramic plates.* /</p> <p>4. Use of stainless utensils (spoon, fork and knife).* /</p> <p>5. Use of glass cup for beverages.* /</p> <p>6. Use of tissue made of raw materials from recycled fibre, which is at least Elementary Chlorine Free (ECF).* /</p> <p>7. Servers should observe health and safety protocols such as wearing of gloves, facemask and hairnet.* /</p> <p>8. Provide purified/distilled drinking water with dispenser.* /</p> <p><b>Functionality of the function room.*</b></p> <p>9. Venue must be located near coastal/beach in Davao City.* /</p> <p>10. The venue have a spacious outdoor space for Simulation Exercises (SimEx) and other outdoor activities.* /</p> <p>11. With at least two wireless microphones.* /</p> <p>12. Table for LCD projector and laptop.* /</p> <p>13. Area could accommodate at least forty (40) pax.* /</p> <p>14. Audible sound system.* /</p> <p>15. Secretariat table inside the venue.* /</p> <p>16. Function room must be conducive for learning.* /</p> <p>17. Waive energy fee for laptops and LCD projector.* /</p> <p><b>Accommodation:</b></p> <p>18. Free secretariat room.* /</p> <p>19. Use of eco-friendly toiletries (soap, shampoo and conditioner).* /</p> <p>20. Reduce the use of plastic/disposable containers for food and drinks.* /</p> <p>21. Use of toilet papers made of raw materials from recycled fibre, which is at least Elementary Chlorine Free (ECF).* /</p> <p><b>Lease of Venue, with Meals and Room Accommodation:</b></p> <p><b>Batch 1: December 11-14, 2024</b></p> <p><b>Day 1: December 11, 2024</b></p> <p><b>Live-in/Full Board:</b></p> <p>pax AM Snacks, Lunch, PM Snacks and Dinner with Room Accommodation (triple-sharing) /</p> <p><i>Note: Breakfast to be served on December 14, 2024</i></p>	57	2,250.00	128,250.00

COMMISSION ON AUDIT  
**RECEIVED**  
 DATE: 02 DEC 2024  
 TIME: 4:46 PM  
 BY: FRANCIS

