

**PURCHASE ORDER  
DEPARTMENT OF TOURISM REGION 9**

Entity Name

Supplier : **MISSIO DEI HOTEL**

Address : Dipolog City, Zamboanga del Norte

TIN :

P.O. No. : 2023- 172

Date: July 24, 2023

Mode of Procurement : Small Value / Canvass

Gentlemen:

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

Place of Delivery : Dipolog City, Zamboanga del Norte

Date of Delivery : July 31-August 03, 2023



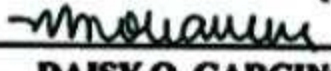
Delivery Term : FOB Destination

Payment Term : ADA (30 days)

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pax	<p>One lunch and two snacks (morning and afternoon) for the participants, resource speaker and DOT9 facilitators to be served on August 01-02, 2023 in Dipolog City, Zamboanga del Norte</p> <p>Requirements: (For Strict Compliance)</p> <p><b>MEALS:</b></p> <p>1. Buffet Lunch (1 rice and 3 viands NO PORK) Note: Steamed white rice, Chicken, Beef or Fish and Vegetables with bottle drinks and dessert</p> <p>2. (2) Two service staff must follow the health and safety protocol such as wearing of face masks and face shields during the training.</p> <p>3. Tables and chairs must be two (2) meters apart between seats for social distancing.</p> <p>4. One (1) service staff to administer initial health and safety screening i.e. temperature check, alcohol hand spray, and accomplishment of the Stay Safe application/ health declaration form.</p> <p>5. Venue must strictly follow the Health and Safety guidelines for hotel and accommodations</p> <p>6. Venue must be well ventilated (preferably open area / open windows)</p> <p>7. Disinfection must be done before and after the training.</p> <p>Free Flowing Brewed Coffee / Organic Coffee and Water dispenser without charge to be served by a service staff</p> <p>Requirements/ Inclusions: (For strict compliance)</p> <p>1. Functional Wireless Audio and Visual Equipment i.e. LCD Projector compatible with any windows/ MAC computer with adapter ready for guest use</p> <p>2. Power extension cord with at least four (4) outlets. Ratio is 1:5, one extension cord for 5 people</p> <p>3. Functional Microphones (wireless / wired) with extra batteries for wireless microphones and spare wires ready in case of technical problem</p> <p>4. Standby White Board and workshop board with appropriate markers ready in place</p> <p>5. Secretariat Table for two (2) pax to man the table with ready power outlet</p> <p>6. Technical Staff ready to attend to any technical problem/s</p> <p>7. Event Information or Event Board displayed conspicuously with accurate details. Electronic or Print details.</p> <p>8. Four (4) functional microphones</p>	45	650.00	58,500.00
2	Room	<p><b>Standard room accommodation with breakfast for the Resource Speaker</b></p> <p>Requirements: (For strict compliance)</p> <p>1. Complimentary Breakfast. Breakfast set should have at least choices of American, Continental, Array of Filipino Style breakfast and other local / customized theme.</p> <p>2. Non-Smoking room</p> <p>3. Check IN date: July 31, 2023</p> <p>4. Check IN time: 8:00am</p> <p>5. Check OUT date: August 03, 2023</p> <p>6. Check OUT time: 12:00noon</p>	1	3,500.00	10,500.00





3	Lot	Meals for the Resource Speaker Dinner on August 01-02, 2023 (rice and choice of viands: Chicken, Beef, Pork or Fish and Vegetables with drinks and dessert)	1	2,500.00	5,000.00
		<b>GENERAL REQUIREMENTS:</b> 1. Establishment must be a DOT Accredited Facility at least six (6) months prior receipt of this quotation. 2. Supplier allows government entities to avail services and settles payment within the approved and specified contract should this be awarded through Purchase Order / Contract. 3. Rates are valid within sixty (60) calendar days 4. Service Vehicles of the property ready to cater guests for any airport/ seaport/ land transfers 5. All items are lot items.			
		<b>Purpose:</b>  Meals for the participants, Resource Speaker and DOT9 facilitators and room accommodation for the Speaker in relation to <i>Carrying Capacity Development Workshop on Aug 1-2, 2023</i>			
		<b>TOTAL</b>	<b>74,000.00</b>		
(Total Amount in Words)		Seventy Four Thousand Pesos Only			
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.  Conforme:					
		 Signature over Printed Name of Supplier  Date	Very truly yours, By the Authority of the Regional Director <b>DARA MAY L. CATALUÑA, JD, MDMG</b>   <b>WENCESLAO Z. GALEZA, JR.</b> Officer-In-Charge		
Fund Cluster : FUND 101- Training Section (Regular Training) Funds Available : P 74,000.00		ORS/BURS No. : _____ Date of the ORS/BURS: _____ Amount : _____			
		 <b>DAISY O. GARCING</b> Accountant II			