

PURCHASE ORDER
SENATE ELECTORAL TRIBUNAL

Supplier	: THE LIGHTHOUSE MARINA RESORT (MAXUS SUBIC FOOD AND SERVICES, INC.)	PO No.	: 2023-01-001
Address	: Block 4, Lot 1, Moonbay Marina Complex, Waterfront Road, Subic Bay Freeport Zone	Date	: January 18, 2023
TIN	: 239-991-126-00000 (Non VAT)	P.R. No.	: 2023-01-013
		Mode of Procurement	: NP-Lease of Venue

Gentlemen:

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

Place of Delivery	THE LIGHTHOUSE MARINA RESORT	Delivery Term	: FOB destination
Date of Delivery	January 24-26, 2023	Payment Term	: 15 to 30 days

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	Lot	<p>LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR 12 PARTICIPANTS FOR THE CY 2023 ANNUAL PLANNING WORKSHOP (MANAGEMENT LEVEL)</p> <p>Duration: 24-26 January 2023, 3 days and 2 nights</p> <p>Location:</p> <ul style="list-style-type: none">a. Within the Province of Zambalesb. Free parking space for at least 2 vehicles reserved within or near venue <p>Neighborhood data:</p> <ul style="list-style-type: none">• Proximity to police, hospital and fire station <p>Venue:</p> <p>A. Functionality of conference or meeting room</p> <ul style="list-style-type: none">1. Conference table set-up for 12 participants (table and chair set-up); preferably located at the 1st or 2nd floor of the building2. Amenities include:<ul style="list-style-type: none">a. Free and steady WIFI connectionb. Waived electricity charges for use of office IT equipment (laptops and multi-media set-up)c. Audible and operational sound system with standby technical staffd. Area should be able to accommodate 12 participants with social distancing <p>B. Accommodation</p> <ul style="list-style-type: none">1. Room requirements for 12 participants<ul style="list-style-type: none">• 2 rooms single occupancy for 2 participants, air-conditioned (located at the 1st or 2nd floor of the building)• 5 twin rooms (separate beds) for 10 participants, air-conditioned• Free use of towel and toiletries• With hot and cold shower2. WIFI connection in all rooms <p>C. Facilities</p> <ul style="list-style-type: none">1. Continuous water supply and accessible comfort rooms2. Accessible emergency exit and alarm, standby fire extinguisher or automatic sprinkler3. Available telephone and/or internet connection within the premises of the building <p>D. Other requirements</p> <ul style="list-style-type: none">1. Provision of janitorial/maintenance/housekeeping services2. Adequate security service (24/7)3. With medical staff on call or on duty <p>E. Catering Services</p> <ul style="list-style-type: none">1. Location must be inside the main function room and/or outside of but near the main function room2. Meals for 12 participants on 24-26 January 2023 composed of the following:<ul style="list-style-type: none">a. Two (2) breakfastb. Two (2) morning snacksc. One (1) lunchd. Two (2) afternoon snackse. Two (2) dinner	1		186,340.00

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	Lot	LEASE OF VENUE WITH MEALS AND ACCOMMODATION FOR 12 PARTICIPANTS FOR THE CY 2023 ANNUAL PLANNING WORKSHOP (MANAGEMENT LEVEL) f. No shrimp, crab, other crustacean or any by- product in all meals g. Drinks (at least one round of soda/ juice/iced tea for every meal and every snack h. Provision for free-flowing drinking water and coffee (preferably brewed) and tea for every meal and every snack F. Compliant with COVID-19 health and safety protocols	1		186,340.00
					186,340.00

ONE HUNDRED EIGHTY-SIX THOUSAND THREE HUNDRED FORTY PESOS ONLY

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

Conforme:

Francis V. Pamintuan

(Signature over printed name)

January 20, 2023

Date

RECOMMENDING APPROVAL:

Valera

ATTY. CRISANTA V. VALERA

Secretary of the Tribunal

APPROVED BY:

Mario Victor F. Leonen

MARVIC MARIO VICTOR F. LEONEN

Senior Associate Justice

Chairperson, Senate Electoral Tribunal

Funds Cluster: 01 Funds Available: ₱186,340.00 <div>ANGELINA L. GABAT Director, Accounting Service</div>	ORS/BURS No.: 02-101-2023-01-012 Date of the ORS/BURS: January 18, 2023 Amount: ₱186,340.00
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