

PURCHASE ORDER

SENATE ELECTORAL TRIBUNAL

Supplier	: VILLA ESCUDERO PLANTATIONS AND RESORT, INC.	PO No.	: 2023-02-013
Address	: #1059 Estrada St., Malate, Manila	Date	: February 22, 2023
TIN	: 002-009-813	P.R. No.	: 2023-02-035
		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	VILLA ESCUDERO PLANTATIONS AND RESORT	Delivery Term	: FOB destination
Date of Delivery	March 9-10, 2023	Payment Term	: 15 to 30 days

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	Lot	<p>LEASE OF VENUE WITH MEALS FOR THE NATIONAL WOMEN'S MONTH CELEBRATION INCLUDING ACCOMMODATION FOR THE PARTICIPANTS</p> <p>Duration: 9-10 March 2023, 2 days and 1 night</p> <p>I. Location:</p> <ul style="list-style-type: none"> a. Within the Province of Quezon b. Free parking space reserved within or near venue for at least three (3) vehicles <p>II. Neighborhood data:</p> <ul style="list-style-type: none"> • Proximity to police station • Proximity to fire station <p>III. Venue:</p> <p>A. Functionality of conference or meeting room/hall</p> <ul style="list-style-type: none"> 1. Round/square table set-up for 66 participants with social distancing 2. Amenities include: <ul style="list-style-type: none"> a. Free and steady WIFI connection b. Waived electricity charges for use of laptops/gadgets c. Audible and operational sound system <p>B. Room requirement (for 66 participants)</p> <ul style="list-style-type: none"> • 2 rooms single occupancy • 4 triple and 13 quad sharing rooms for 64 participants preferably with separate beds/mattress • Preferably air-conditioned rooms • Free use of towel and toiletries <p>C. Facilities</p> <ul style="list-style-type: none"> 1. Continuous water supply and accessible comfort rooms 2. Accessible emergency exit and alarm, standby fire extinguisher or automatic sprinkler 3. Available internet connection within the premises 4. Available clinic and/or standby /oncall nurse or medical staff <p>D. Catering Services</p> <ul style="list-style-type: none"> 1. Location must be inside the main function room or outside of but near the main function room 2. Meals for 66 participants on 9-10 March 2023 composed of the following: <ul style="list-style-type: none"> a. One (1) Breakfast b. One (1) AM Snack c. One (1) Lunch d. Two (2) PM snacks e. One (1) dinner f. Drinks (at least one round of soda/juice/iced tea for every meal and every snack) g. Provision of free-flowing drinking water and coffee (preferably brewed) and tea for every meal and every snack 	1		385,440.00

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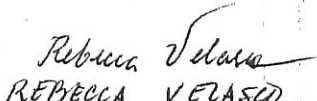
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	Lot	LEASE OF VENUE WITH MEALS FOR THE NATIONAL WOMEN'S MONTH CELEBRATION INCLUDING ACCOMMODATION FOR THE PARTICIPANTS E. Other requirements 1. Drivers' quarters for two (2) 2. Provision of janitorial and maintenance services 3. Adequate security service (24/7)	1		385,440.00
					385,440.00


THREE HUNDRED EIGHTY-FIVE THOUSAND FOUR 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.

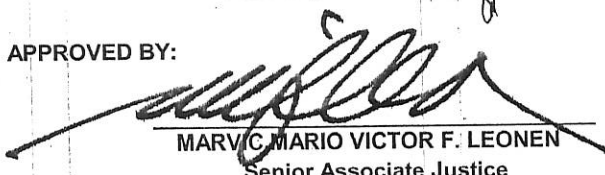
Conforme:


REBECCA VELASCO
(Signature over printed name)
2/28/23
Date

RECOMMENDING APPROVAL:


ATTY. CRISANTA V. VALERA
Secretary of the Tribunal

APPROVED BY:


MARVIC MARIO VICTOR F. LEONEN
Senior Associate Justice
Chairperson, Senate Electoral Tribunal

Funds Cluster: 01

Funds Available: P385,440.00


ANGELINA L. GABAT
Director, Accounting Service

ORS/BURS No.:

Date of the ORS/BURS:

Amount:

02-101-2023-02-071

February 22, 2023

P385,440.00