

PURCHASE ORDER

Supplier: **THE MONARCH HOSPITALITY AND TOURISM CORP.**
 Address: McArthur Highway Brgy. San Miguel, Calasiao, Pangasinan
 TIN: 469-083-682-00000
 Account No.: 8580 0318 80
 Telephone: 09171703148
 Bank: BDO - Mayomo, Dagupan City Branch
 Email: charity_deguzman@themonarchhotel.com.ph

P.O. # 024-05-067
 Date: May 27, 2024
 BY: FINANCIAL MANAGEMENT SERVICES
 Mode of Procurement: Lease of Venue

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

Place of Delivery: McArthur Highway Brgy. San Miguel, Calasiao, Pangasinan	Delivery Term: May 28-30, 2024
Date of Delivery: May 28-30, 2024	Payment Term: Within 30 days after the Event (Bank to Bank)

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
	Lot	<p>Lease of Venue (with Catering Services) for 2024 BAC Planning, inclusive of set-up, operator/marshals, and other charges:</p> <p><i>Event Date: May 28-30 2024</i> <i>Estimated No. of Pax: 20 to 24 pax</i> <i>Check in Time: 2:00 PM</i></p> <p>General Specifications:</p> <p>Accessibility/Location: The venue must be accessible to Office of the Solicitor General via land travel for efficient access of employees to and from the venue.</p> <p>Space Requirement: The venue must accommodate at least 24 persons for 3 days and 2 nights, with the following room reservation:</p> <ul style="list-style-type: none"> i. Deluxe Double Room - 3 to 5 Occupants (7 Rooms) Note: Maximum of 1 extra bed per room ii. Drivers Quarter - Maximum of 2 Pax <p>Light, Ventilation and Air-conditioning: The venue must have sufficient lighting and proper ventilation.</p> <p>Facilities: Usage of Catherine Function Room as the meeting facilities with internet/wifi availability/connectivity for the attendees. The venue should have a facilities for disabled guests.</p> <p>The venue must have a steady supply of water for hand washing and toilet use.;</p> <p>Health and Security: The venue must have a visible fire escapes and firefighting equipment, equipped of first aid kit (for emergency) or infirmary ; The venue must be properly sanitized, and preferably with daily disinfection to common areas.</p> <p>Parking Space: The venue should have a parking space that can accommodate the OSG bus which will shuttle the employees to and from the venue.</p> <p>Emergency Response: The venue must be near a police station and/or fire station, or at least equipped for emergency cases.</p> <p>Others: The venue must be structurally sound, well-maintained and attractive.;</p> <p>Other Amenities include:</p> <ul style="list-style-type: none"> Meeting Room/Function Room to be used for three days with the following: <ul style="list-style-type: none"> Tables and Chairs Basic Sound System with at least 2 Microphones Projector and Projector Screen Usage of Electrical Outlets and Extensions Wifi/Internet Connectivity Notepads & pens, Whiteboard with markers Usage of Swimming Pool and Fitness Center Complimentary bottled water. replenished daily Towels Shampoo, Conditioner and Body Wash <p>Food:</p> <p>Minimum Inclusion</p> <p>Day 1 - May 28, 2024</p> <ul style="list-style-type: none"> Lunch: Fish Fillet with Tanare Sauce Spanish Pork Stew Roasted Chicken w/ Rosemary Jus Buttered Mix Vegetables Steamed Rice Cream of Lettuce (Soup) Brownies Dinner: Pork Loin with Gravy Fish/Meat Based Dish Sauteed Vegetables Steamed Rice Cream of Mushroom Soup Mango Sago 	1	Php 202,500.00	Php 202,500.00

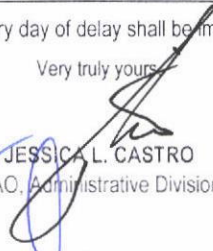
Stock No.	Unit	Description	Qty.	Unit Cost	Amount
		Day 2 - May 29, 2024 Breakfast: Buffet Lunch: Boodle Fight Dinner: Sweet and Sour Fish Pork Adobo Chopsuey Steamed Rice Nilaga Soup Almond Jelly Day 3 - May 30, 2024 Breakfast: Buffet Lunch: Breaded fish Fried Chicken Stir fry Vegetables Steamed Rice Cream of Corn Soup Bread and Butter pudding Other Inclusions in the Function Room: Free-flowing Coffee Mints and Candies <i>The following documents shall be deemed part and construed as part of this agreement:</i> I. Contract II. Quotation III. Menu IV. Other documents as may be required by laws			

Total Amount in Words: **Two Hundred Two Thousand Five Hundred Pesos Only** Php 202,500.00

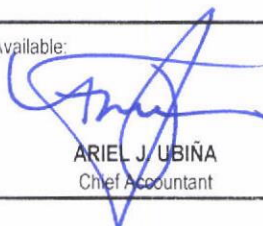
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Very truly yours,

Conforme: CHARITY DE LUZMAN
 (Signature over printed name)
MAY 28 2024
 (Date)


 JESSICA L. CASTRO
 CAO, Administrative Division

 EDITHA R. BUENDIA
 Director IV, HRMAS

Funds Available: 
 ARIEL J. UBIÑA
 Chief Accountant

ALOBS: 02-102101-2024-06-058
 Amount: ₱ 202,500.00