

**PURCHASE ORDER**

Supplier: <b>MAKATI DIAMOND RESIDENCES</b> <b>For the Account of: SMPI MAKATI FLAGSHIP REALTY CORP.</b> Address: 118 Legaspi Cor. Gallardo St., San Lorenzo, Makati City TIN: 007-108-878-000 Account No.: 0064-001-492-94                      Bank: BDO - Paseo de Roxas Branch Telephone: +632 5317 0999 local 1509   +632 5317 0977	P.O. # <b>024-11-189</b> Date:         November 13, 2024  <b>Mode of Procurement: N.P Lease of Venue</b>
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Gentlemen:  
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: <b>MAKATI DIAMOND RESIDENCES</b>	Delivery Term: November 14 to December 1 at specific time
Date of Delivery:	Payment Term: Send bill arrangement right after the check-out of the guests (Bank to Bank)

Stock No.	Unit	Description	Qty.	Unit Cost	Amount																																																																		
	Lot	<p><b>Lease of Venue (Hotel Accommodation) for the Resource Persons/Guests/Secretariat of 2024 THAIL Special Programme of Courses on International Law of Office of the Solicitor General and The Hague International Academy of International Law (THAIL), inclusive of taxes, and other charges:</b></p> <p><i>Hotel: Makati Diamond Residences</i>  <i>Location: Legaspi Street, Legazpi Village, Makati City</i></p> <p>General Specifications:                      Accessibility/Location: The venue must be within ten (10) km radius from Convergys One Building, 6796 Ayala Avenue corner Salcedo Street, Legaspi Village, Makati City for efficient access of guests to and from the venue.</p> <p>Space Requirement: The venue must be able to accommodate ten (10) guests with the following specifications:</p> <table border="1" style="width:100%; border-collapse: collapse; margin-top: 10px;"> <caption>Estimated Total Charges:</caption> <thead> <tr> <th>Item</th> <th>Room Type</th> <th>Number of Rooms</th> <th>Check in</th> <th>Check out</th> <th>Room Rate/Night</th> </tr> </thead> <tbody> <tr><td>1</td><td>64SQM 1-Bedroom Suite (Single Occupancy)</td><td style="text-align: center;">1</td><td>Nov 13</td><td>Nov 30</td><td style="text-align: right;">9,000.00</td></tr> <tr><td>2</td><td>41 SQM Studio Room (Single Occupancy)</td><td style="text-align: center;">1</td><td>Nov 14</td><td>Nov 23</td><td style="text-align: right;">7,800.00</td></tr> <tr><td>3</td><td>41 SQM Studio Room (Single Occupancy)</td><td style="text-align: center;">1</td><td>Nov 14</td><td>Nov 30</td><td style="text-align: right;">7,800.00</td></tr> <tr><td>4</td><td>41 SQM Studio Room (Single Occupancy)</td><td style="text-align: center;">1</td><td>Nov 16</td><td>Nov 30</td><td style="text-align: right;">7,800.00</td></tr> <tr><td>5</td><td>41 SQM Studio Room (Single Occupancy)</td><td style="text-align: center;">1</td><td>Nov 17</td><td>Dec 1</td><td style="text-align: right;">7,800.00</td></tr> <tr><td>6</td><td>64 SQM 1-Bedroom Suite (Single Occupancy)</td><td style="text-align: center;">1</td><td>Nov 23</td><td>Nov 28</td><td style="text-align: right;">9,000.00</td></tr> <tr><td>7</td><td>41 SQM Studio Room (Single Occupancy)</td><td style="text-align: center;">1</td><td>Nov 24</td><td>Nov 27</td><td style="text-align: right;">7,800.00</td></tr> <tr><td>8</td><td>41 SQM Studio Room (Single Occupancy)</td><td style="text-align: center;">1</td><td>Nov 24</td><td>Nov 29</td><td style="text-align: right;">7,800.00</td></tr> <tr><td>9</td><td>41 SQM Studio Room (Single Occupancy)</td><td style="text-align: center;">1</td><td>Nov 24</td><td>Nov 30</td><td style="text-align: right;">7,800.00</td></tr> <tr><td>10</td><td>41 SQM Studio Room (Double Occupancy)</td><td style="text-align: center;">1</td><td>Nov 27</td><td>Nov 29</td><td style="text-align: right;">8,450.00</td></tr> </tbody> </table> <p><small>Note: Rates are nett per room per night</small></p> <p>The stated time of check-in and check-out are tentative dates and time only, and may vary based on the actual date of flight of the guests. The hotel must allow early check-in or check-out. Any additional costs that maybe incurred should be billed separately or coordinated separately to authorized representative of the agency.</p> <p><i>Light, Ventilation and Air-conditioning:</i> The room must have sufficient lighting, air-conditioned, properly ventilated, and equipped with generator set for any electricity outage.</p> <p><i>Health and Security:</i> The venue must have visible fire escapes and firefighting equipment, equipped with first aid kit (for emergency) or infirmary, and 24/7 front desk and security. The venue must be properly sanitized, and preferably with daily disinfection to common areas.</p> <p><i>Parking Space:</i> The venue should have a parking space that can accommodate the vehicle which will shuttle the guests to and from the venue of the training or other meeting.</p>	Item	Room Type	Number of Rooms	Check in	Check out	Room Rate/Night	1	64SQM 1-Bedroom Suite (Single Occupancy)	1	Nov 13	Nov 30	9,000.00	2	41 SQM Studio Room (Single Occupancy)	1	Nov 14	Nov 23	7,800.00	3	41 SQM Studio Room (Single Occupancy)	1	Nov 14	Nov 30	7,800.00	4	41 SQM Studio Room (Single Occupancy)	1	Nov 16	Nov 30	7,800.00	5	41 SQM Studio Room (Single Occupancy)	1	Nov 17	Dec 1	7,800.00	6	64 SQM 1-Bedroom Suite (Single Occupancy)	1	Nov 23	Nov 28	9,000.00	7	41 SQM Studio Room (Single Occupancy)	1	Nov 24	Nov 27	7,800.00	8	41 SQM Studio Room (Single Occupancy)	1	Nov 24	Nov 29	7,800.00	9	41 SQM Studio Room (Single Occupancy)	1	Nov 24	Nov 30	7,800.00	10	41 SQM Studio Room (Double Occupancy)	1	Nov 27	Nov 29	8,450.00	1	Php 737,500.00	Php 737,500.00
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		<p><i>Emergency Response:</i> The venue must be near a police station and/or fire station, or at least equipped for emergency cases.</p> <p><i>Others:</i> The venue must be structurally sound, well-maintained and attractive.</p> <p><i>Other Amenities required to be included:</i></p> <ul style="list-style-type: none"> <li>Complimentary 1 - way airport transfer for one guest (Van - Grandia)</li> <li>Buffet Breakfast for Registered Guest</li> <li>Water Filtration System in each guestroom</li> <li>Complimentary Wi-Fi access in the room and common areas for two (2) devices</li> <li>Complimentary welcome refreshment</li> <li>Use of coffee and tea facilities in the room</li> <li>Use of Fitness Center and indoor lap pool</li> </ul> <p>Note: In case additional charges may be incurred due to unforeseen circumstances upon contract implementation, the supplier must notify the authorized representative of end-user and obtain approval of end-user before implementation. Any additional charges should be billed separately from this contract and verification of authorized representative of agency.</p> <p><i>The following documents shall be deemed to form &amp; construed as part of this agreement:</i></p> <ul style="list-style-type: none"> <li>Request for Quotation</li> <li>Contract</li> <li>Quotation</li> <li>Other documents as may be required by laws</li> </ul>			


Total Amount in Words: **Seven Hundred Thirty Seven Thousand Five Hundred Pesos Only** **Php 737,500.00**

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.

Conforme: Ludce R. Ramones Jr.  
 (Signature over printed name)  
11-13-2024  
 (Date)


Very truly yours,  
**JESSICA L. CASTRO**  
 CAO, Administrative Division

**EDITHA R. BUENDIA**  
 Director IV, HRMAS

Funds Available:   
 ARIEL J. USIÑA  
 Chief Accountant

ALOBS: 02-101101-2024-11-770  
 Amount: ₱ 737,500.00

This is to certify that this procurement was posted at Philgeps in compliance with RA 9184

  
**CHRISTIAN D. BUAT**  
 Admin Assistant I, Administrative Division