

PURCHASE ORDER

Supplier: MAKATI DIAMOND RESIDENCES For the Account of: SMPI MAKATI FLAGSHIP REALTY CORP.	P.O. # 025-05-076 Date: May 23, 2025
Address: 118 Legaspi Cor. Gallardo St., San Lorenzo, Makati City	Mode of Procurement: N.P Lease of Venue
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	

Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:	
Place of Delivery: MAKATI DIAMOND RESIDENCES	Delivery Term: May 25 - 30, 2025 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>Lease of Venue with Transportation (Hotel Accommodation) for the Resource Persons/Guests/Secretariat of "Advanced Arbitration Training for Government Officials and State-Owned Entities" - International Chamber of Commerce, inclusive of taxes, and other charges:</p> <p><i>Hotel: Makati Diamond Residences</i></p> <p><i>Location: Legaspi Street, Legaspi Village, Makati City</i></p> <p>General Specifications:</p> <p>A. Hotel Accommodation</p> <p>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 Requirements: The venue must be able to accommodate the six (6) guests with the following specifications:</p> <table><tr><th colspan="6">Estimated Total Charges:</th></tr><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><tr><td>1</td><td>64SQM 1-Bedroom Suite (Single/Double)</td><td>1</td><td>May 25</td><td>May 30</td><td>10,250.00</td></tr><tr><td>2</td><td>64SQM 1-Bedroom Suite (Single/Double)</td><td>4</td><td>May 26</td><td>May 29</td><td>10,250.00</td></tr><tr><td>3</td><td>64SQM 1-Bedroom Suite (Single/Double)</td><td>1</td><td>May 26</td><td>May 30</td><td>10,250.00</td></tr></table> <p>*No. of rooms/no. of nights may be modified upon awarding or implementation with the approval of authorized representative of end-users.</p> <p>The stated date and time of check-in and check-out is tentative only, and may vary based on the actual date of flight of the guests. The hotel must allow early check-in. Any additional cost that, may be incurred should be billed separately or coordinated separately to authorized representative of the agency.</p> <p><i>Light, Ventilation and Air-conditioning: The room must have sufficient lighting, air-conditioned, properly ventilated, and equipped with generator set for any electricity outage.</i></p> <p>Facilities: The venue must have a 24/7 lobby/reception desk, common areas (with tables and chairs), and with restaurant, and preferably have internet/wifi availability/connectivity for the entire duration of stay.</p> <p><i>Health and Security: The venue must have a visible fire escapes and firefighting equipment, equipped of 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 on common areas.</i></p> <p>*Must not require a deposit for incidental charges, if any, upon check-in.</p> <p><i>Emergency Response: The venue must be near a police station and/or fire station, or at least equipped with emergency response personnel.</i></p> <p><i>Others: The venue must be structurally sound, well-maintained and attractive.</i></p> <p>Other Amenities required to be included:</p> <ul style="list-style-type: none">Buffet Breakfast for Registered GuestWater Filtration System in each guestroomComplimentary Wi-Fi access in the room and common areas for at least two (2) devicesComplimentary welcome refreshmentUse of coffee and tea facilities in the roomUse of Fitness Center and indoor lap pool	Estimated Total Charges:						Item	Room Type	Number of Rooms	Check in	Check out	Room Rate/Night	1	64SQM 1-Bedroom Suite (Single/Double)	1	May 25	May 30	10,250.00	2	64SQM 1-Bedroom Suite (Single/Double)	4	May 26	May 29	10,250.00	3	64SQM 1-Bedroom Suite (Single/Double)	1	May 26	May 30	10,250.00	1	Php 250,050.00 VAT INCLUSIVE	Php 250,050.00
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OFFICE OF THE SOLICITOR GENERAL
RECEIVED
23 MAY 2025
FINANCIAL MANAGEMENT SERVICE
By: *[Signature]*

OFFICE OF THE SOLICITOR GENERAL
RECEIVED
26 MAY 2025
BUDGET DIVISION
[Signature]

Stock No.	Unit	Description	Qty.	Unit Cost	Amount												
		<p>B. Specific Requirements for Hotel Vehicle/Transportation Services</p> <table border="1"> <thead> <tr> <th>Item</th><th>Transportation Service</th><th>Number of transport/way</th><th colspan="2">Inclusive Dates</th><th>Rate per transport/way</th></tr> </thead> <tbody> <tr> <td>1</td><td>Airport Transfer (Camry)</td><td>12</td><td>May 25</td><td>May 30</td><td>2,900.00</td></tr> </tbody> </table> <p>Considering that the guests are foreign nationals and will be picked up and dropped off at the airports, the rental of premium vehicles with the following specifications is requested:</p> <ul style="list-style-type: none"> *The vehicle year model should not be more than five years from the target date of use. *The vehicle can comfortably accommodate at least two (2) passengers at a time and have ample space for at least four (4) pieces of luggage. *The quote from the hotel should include fuel, parking fees, toll fees, driver's fee and other applicable charges. Supplier must ensure that the vehicles are equipped with RFIDs for tolls within Metro Manila. *The vehicle must be well maintained with no interior/exterior damage and the air conditioning system must be in good working condition. *The vehicle shall serve as airport transport service on their respective schedule of arrival and departure. <p>Note: In case of additional charges that 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 subject to verification by authorized representative of agency.</p> <p>The following documents shall be deemed to form & construed as part of this agreement:</p> <ul style="list-style-type: none"> Request for Quotation Quotation Brochure Other documents as may be required by laws 	Item	Transportation Service	Number of transport/way	Inclusive Dates		Rate per transport/way	1	Airport Transfer (Camry)	12	May 25	May 30	2,900.00			
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Total Amount in Words:		TWO HUNDRED FIFTY THOUSAND FIFTY PESOS			Php 250,050.00												
<p>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.</p>																	
<p>Conforme:</p> <p><u><i>Luckee C. Ramones</i></u> (Signature over printed name)</p> <p><u>May 23, 2025</u> (Date)</p>		<p>Very truly yours,</p> <p>JESSICA L. CASTRO CAO, Administrative Division</p> <p>EDITHA R. BUENDIA Director IV, HRMAS</p>															
<p>Funds Available:</p> <p><u><i>[Signature]</i></u> ARIEL J. USINA Chief Accountant</p>		<p>ALOBS: <u>62-101101-2025-05-280</u></p> <p>Amount: <u>₱ 250,050.00</u></p>		<p>This is to certify that this procurement was posted at Philgeps in compliance with RA 9184</p> <p><u><i>[Signature]</i></u> FATIMA K. KARIM Admin Officer I, Administrative Division</p>													