

**PURCHASE ORDER**  
Regional Prosecution Office XI  
Region XI

Supplier: **PARK INN BY RADISSON DAVAO**

P.O. No.: 2023- RATTFXI-BTPROS-B1

Date: **OCT 04 2023**

Address: J.P. Laurel Avenue, Lanang, Davao City

Mode of Procurement: Lease of Venue (Sec. 53.10)

PR. No./s.:

**Gentlemen:**

Please furnish this office the following articles subject of the terms and conditions contained therein.

Place of Delivery: PARK INN BY RADISSON DAVAO, J.P. Laurel Avenue, Lanang, Davao City

Delivery Term: Complete Delivery

Date of Delivery: October 10-11, 2023

Payment Term: **SEND BILL**

Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
<b>Lease of Venue with meals and accommodations</b>					
1	pax	<b>October 10, 2023</b>			
		<b>Meals and Venue</b>	45 pax	1,800.00 P	81,000.00
		Am Snack, Lunch, PM Snack, Dinner, venue			
2	pax	<b>October 11, 2023</b>			
		<b>Meals and Venue</b>	45 pax	1,781.11	80,150.00
		Breakfast, Am Snack, Lunch, PM Snack, venue			
		<b>Check-in: October 10, 2023</b>			
		<b>Check-out: October 11, 2023</b>			
		Accommodations	45 pax	1,100.00	49,500.00

**INCLUSIONS IN THE FUNCTION ROOM (October 10-11, 2023)**

- Available internet connection on function room
- Physical set-up and arrangement:
  - Registration Table
  - Use of Philippine Flag
  - Technical Table
  - 1 pc Tarpaulin
- Audio-visual facilities:
  - Use of LCD Projector and screen (2 sets);
  - Use of Whiteboard;
  - Use of basic sound system and rostrum with microphones with operator
- Flowing Coffee, candies and standby mineral water with hot/cold dispenser, use of Whiteboard & marker;
- Functionality of Light, ventilation and air conditioning;
- Facilities (Water supply and toilet, Lighting system, Elevators, Fire escapes, Firefighting equipment, Telecommunications and Audio visual equipment);
- Other requirement ( availability of maintenance and Security);
- Standby waiter;
- Energy fee for additional equipment/s brought in is/are waived;
- Availability of thermal scanners and alcohol on all guests and employees entering the premises;
- Printing of Tarpaulin (size: 4x8);
- Parking area to accommodate 30 and more parking slots;
- Venue is located within Davao City .

**TOTAL P 210,650.00**

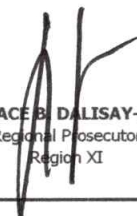
(Total Amount in Words) **TWO HUNDRED TEN THOUSAND SIX HUNDRED FIFTY PESOS only.**

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.

Conformed:

  
MARY ROSE ARCHALINDA  
(Signature over Printed name)  
**OCT 04 2023**  
Date

Very truly yours,

  
**JANET GRACE B. DALISAY-FABRERO**  
Regional Prosecutor  
Region XI

(In case of Negotiated Purchase pursuant to Section 369 (a) of R.A. 7160, this portion must be accomplished.)

Approved per Sanguniang Res. No. \_\_\_\_\_

Certified Correct: \_\_\_\_\_ Date: \_\_\_\_\_

COA RECEIVED  
NIGS 4, TEAM RIH-I  
BY: SHEVERLY D. DEL CASTILLO  
Office Clerk  
DATE/TIME: **10/05/2023**

October 4, 2023

RP. Janet Grace B. Dalisay-Fabrero  
Regional Prosecutors  
Department of Justice, Prosecution Office XI  
Ecoland Davao City  
M : +63 935 340 3130  
E : [grp11@doj.gov.ph](mailto:grp11@doj.gov.ph)

LETTER OF AGREEMENT  
FOR ROOM & BANQUET ARRANGEMENT  
ON OCTOBER 10-11, 2023

Dear RP. Fabrero,

Thank you for choosing Park Inn by Radisson Davao for your event on October 10-11, 2023. We have attached the agreement outlining the details as discussed to date.

In order for us to continue to hold the confirmed rooms, please return the signed agreement on or before, October 4, 2023.

We look forward to working with you and welcoming your valued guests to Park Inn by Radisson Davao.

Kind Regards,

  
Mary Rose Rosalinda  
Sales Executive

Park Inn by Radisson Davao  
Next to SM Lanang Premier Mall  
Davao City 8000 Philippines  
Tel: +63 82 272 7600  
Fax: +63 82 272 7601

[www.parkinn.com/hotel-davao](http://www.parkinn.com/hotel-davao)

Department of Justice  
Room & Banquet Arrangement  
10-11 October 2023

1 of 6

  
SHEVERLY D. DELCASTILLO  
Office Clerk  
*atdhp*

I. RATES

	Package Rate
Standard room (Twin/Triple) with buffet breakfast	Php 1,100/pax/night

Rate quoted in this agreement is:

- Confidential between Park Inn by Radisson and Department of Justice, Regional Prosecution Office XI. Valid only for the dates stated in this agreement October 10-11, 2023.
- Quoted in Philippine Peso and of inclusive of VAT, and inclusive of 10% Service Charge and 0.6% Local Tax.
- Nett, non-commissionable and quoted on a room, per night basis, unless otherwise stated.
- Based on single and double occupancy using existing bedding available at the hotel or room type and occupancy as stipulated in rates table.
- Rate offered is based on a minimum of 100% actualization of room nights stated in this agreement. If the final utilization of room nights drop below this number, the hotel retains the right to review the rates offered

II. ACCOMMODATION REQUIREMENTS

Room Categories	Rate	Check-in Date	Check-out Date	No. of Pax
Standard room (Twin/Triple)	Php 1,100/pax/night	October 10, 2023	October 11, 2023	45

**Inclusions:**

- Wireless Internet Access
- Buffet Breakfast
- Daily Bottled Water
- Unlimited Wi-Fi, up to 2 gadgets per person
- Cable TV with 100 channels available
- 24-hour Front Desk
- Free parking space

**Conditions:**

- The hotel shall require full payment 30 days upon receipt of the SOA, via Cash, Credit Card, Cheque or Bank Deposit. Please provide PO on or before May 10, 2022
- *In case of NO SHOW*, total amount of room with breakfast will be charged provided on October 10, 2023 to guarantee the booking.
- Waive security deposit upon check-in; incidentals on personal account (cash-to-cash basis).
- Standard check-in time is 3pm; standard check-out time is 12nn

**IMPORTANT NOTES:**

- A. Department of Justice, Regional Prosecution Office XI, must provide the Hotel on October 3, 2023 a detailed rooming list, inclusive of the following information:
- Name of participant (For twin sharing, names of occupants must be indicated.)
  - Check-in and check-out dates
  - Room category
  - Flight details (Please indicate if airport-transfer is required. Corresponding charges will apply.)

**III. CHECK-IN/CHECK-OUT**

Check-in: 1500H (subject to room availability for early arrivals)  
Check-out: 1200H (subject to room availability for late departures)

- (a) To guarantee an early check-in, the following charges will apply:
- Between 1200H and 1400H – complimentary, subject to availability
  - Earlier than 1200H – requires the room to be reserved from the previous night at a full night's charge as per above.
- (b) To guarantee a late check-out, the following charges will apply:
- Between 1200H and 1400H – 25% of room rate
  - Between 1600H and 1800H – 50% of room rate
  - After 1800H – 100% of the room rate

**IV. PORTERAGE/ROOM DROP**

Porterage and room drop are complimentary. Any additional service that requires Outsourcing will be charged accordingly with corresponding service charges.

**V. EVENT REQUIREMENT**

Based on the requirements outlined by Department of Justice, Regional Prosecution Office XI the Hotel will be able to reserve the function space below. Kindly advise specific number of persons once finalized.

Date	Day	Start Time	End Time	Function Type	Function Room	Setup	Min. Guaranteed No. of People
October 10, 2023	Tuesday	08:00	20:00	Basic Training on TIP and OSAEC for DOJ-NPS XI Prosecutors (Batch 1)	Marang & Pamela	Classroom	45
October 11, 2023	Wednesday	08:00	17:00	Basic Training on TIP and OSAEC for DOJ-NPS XI Prosecutors (Batch 1)	Marang & Pamela	Classroom	45



*A minimum revenue are required in order to waive the rental of the function space. Otherwise, a room rental fee shall be charged accordingly based on the function space blocked for your group.*

*Should the total food and beverage charges not reach the minimum revenue requirement; the difference will be charged as room rental fee.*

**IMPORTANT:**

- 1. All meeting room, food and beverage, and related services are inclusive of applicable taxes and service charge in effect on the date of the event. Function rooms are assigned according to the expected attendance and set-up. The Hotel reserves the option to assign alternative meeting space suitable for the Group's requirement should the expected attendance change, subject to availability and with prior agreement with the Organizer.*
- 2. Deposits are non-refundable. For cancellations or postponements, deposits will be either forfeited or may be used within a limited period of time as approved by the Hotel depending on the Cancellations and Release Back Policies.*
- 3. For confirmation given less than 3 weeks or 21 days, menu selection will be subject to change depending on the availability of item on the day of the event.*
- 4. Please confirm increase in the minimum guarantee of persons at least two (2) weeks prior to the function date. Charges will be made.*
- 5. A 10% buffer only will be prepared for possible increase in minimum guaranteed attendance on the day of the event. Note that a minimum guarantee per day is required in order to prepare the right amount of food and beverage supply for your guests. The Chef will need to plan ahead on the buffer as well for possible increases.*
- 6. Park Inn by Radisson Davao reserves the right to claim additional charges on damages caused by the company or its delegates to Park Inn Hotel property that shall include stains on walls, carpets, linens and other equipment caused by marker ink, hair dye, water coloring, food coloring and other chemicals used by the delegates during their event. Further, additional charges apply for damages on Park Inn Hotel equipment such as microphones and LCD projectors if damage was caused by delegate's negligence in the use of such equipment.*

VI. FOOD AND BEVERAGE REQUIREMENTS  
A. Event Package

Date	Time	Venue	Meal Requirements included in the Package	Min. No. of Persons
October 10, 2023	8:00-20:00	Marang & Pomelo	AM Snacks, Buffet Lunch, PM Snacks & Buffet Dinner	45
October 11, 2023	8:00-17:00	Marang & Pomelo	AM Snacks, Buffet Lunch & PM Snacks	45

Inclusions

- Use of the Function Room during allotted time.
- One round of drinks for all meals (choice of Iced Tea or Fruit Juice)
- Free-flowing coffee
- Standard set up of audio-visual equipment (regular PA system, two (2) wired/wireless microphones, white board and 1 projector screen)
- Free use of 1 LCD Projector & Screens
- Wireless Internet Access

Minimum Guarantee

Charges will be made based on the minimum guaranteed revenue or attendance or the actual revenue or attendance, whichever is higher.

Incidentals:

Energy Fee – Php300 per unit per day

LCD Projector Rental – Php5,000 per unit per day (5000 lumens) | Php4,200 per unit per day (4200 lumens)

Excess Use of the Function Room – Php2,500 per hour (non-consumable)

VII. BREAKDOWN OF CHARGES  
 SUMMARY OF ROOM & BANQUET

October 10-11, 2023

Standard Room (Twin/triple) Php 1,100/pax/night x 45 pax x 1 night = Php 49,500

October 10, 2023

AM Snacks, Buffet Lunch, PM Snacks & Buffet Dinner

Php 1,800/pax/day x 45pax x 1day =Php 81,000

October 11, 2023

AM Snacks, Buffet Lunch & PM Snacks

Php 1,781.11/pax/day x 45pax x 1day =Php 80,150

ESTIMATED TOTAL ROOM CHARGES

PHP 210,650.00nett

VIII. DEPOSIT/PRE-PAYMENT SCHEDULE

Upon acceptance of this agreement, Park Inn by Radisson Davao will require Department of Justice, Regional Prosecution Office XI to arrange payment of the following:

Term	Amount	Due Date
100% Total Banquet Charges	PHP 210,650.00nett	The hotel shall require full payment 30 days upon receipt of the SOA. Please provide PO on or before October 5, 2023.
Incidental Charges		On personal account of the guest.

A. CUT-OFF DATES

This agreement is being held on a tentative basis and will only be considered as a definite booking after the receipt of the signed contract.

However, should another organization approach us with a commitment to book the proposed dates on a definite basis, you will be advised and given a 48-hour right of refusal.

You have the option to confirm your booking or to release the space and the room block in writing any time prior to the expiry of the 48 hours.

B. CANCELLATION POLICIES

Upon acceptance of this agreement, should any cancellation occur, the hotel is entitled to cancellation fees as follows:

**Cancellation Charges Applicable**

Period	Cancellation Charges
25 days and below	-100% of the Room and Banquet Charges specified in this agreement

**C. BILLING PROCEDURES**

**3.1 Master Account**

All guestrooms, room rental, organized functions and other meeting and F&B charges authorized by the Authorized Representative shall be charged to the Master Account unless otherwise instructed.

**3.2 Individual Account**

All incidental charges incurred by guests such as telephone calls, laundry and mini bar shall be billed to the Individual's personal account. Settlement of the individual accounts shall be upon check-out either by cash or credit card. Credit card imprint or cash deposit is required upon check-in.

**3.3 Bank Account Information**

All payments are to be made to the following account, unless otherwise notified by the hotel:

NAME OF BANK:	BANCO DE ORO – SM Lanang Branch
ACCOUNT NAME:	SM PRIME HOLDINGS, INC.
ACCOUNT NO.:	007770005350
SWIFT CODE:	BNORPHMM

At the end of the event the hotel will present a bill, which will include, but not be limited to, any other charges not specified in this agreement but authorized by the Authorized Representative during the event. Business Partner agrees to make full settlement of the bill upon its presentation.

**4.3 Where PREPAYMENT facilities have been offered by Park Inn by Radisson Davao:**

1. Bookings shall be guaranteed at the time of reservation or at least 1 week prior to guest arrival.
2. Reservations shall automatically be released if prepayment is not received as specified above.
3. Confirmation of booking shall only be given upon receipt of full payment.
4. Payments will be accepted in local currency only or equivalent to the prices find on agreement.



**4.5 Currency**

If payment is made in any currency other than that used by the hotel, Business Partner is responsible for any fluctuation in the currency exchange. The hotel shall be paid the full amount in the currency as charged.

**4.6 No Set-Off or Deduction**

Business Partner shall not set-off or deduct any amount from the payments due and payable to the hotel.

**D. FORCE MAJEURE**

Both parties may rescind this contract, if either or both parties are prevented, hindered or delayed from performing any of its obligations under the contract by force majeure event. Force majeure event means any event beyond the control of the company including (but not limited to) war (whether declared or not), civil war, riots, terrorism and natural disaster. As such, Park Inn by Radisson Davao shall not be held liable for failure to execute arrangements specified herein as a result of Force Majeure.

**E. INDEMNITY**

Business Partner assumes sole responsibility for, and will indemnify and hold harmless, the hotel, the hotel operator, and their respective employees and agents from and against, all claims, liabilities or damage, arising from or in connection with the Business Partner's event and any person present at or involved in such event.

**F. OTHERS**

**6.1 Hotel Policies**

Business Partner shall (and ensure that all persons present at or involved in Business Partner's event) at all times adhere to the policies and procedures of the hotel implemented from time to time.

**6.2 Authorized Representative**

Business Partner acknowledges and agrees that the hotel is entitled to act in reliance on the authority and instructions of the Authorized Representative in relation to the event and the accommodation, unless otherwise notified in writing by Business Partner.

**G. GOVERNING LAWS**

This agreement is governed by the laws of the Philippines

Accepted on behalf of:

Printed Name:

RP. Janet Grace B. Dalisay-Fabrero

Designation:

Regional Prosecutors

Company Name:

Department of Justice, Regional Prosecution Office XI.

Authorized Signature:

Date:

Offered on behalf of Park Inn by Radisson Davao:

Printed Name:

Mary Rosa Rosalinda

Position:

Sales Executive

Date:

October 4, 2023

For:

Noted by:

Printed Name:

Edo Gambo

Position:

Director of Sales and Marketing

Date:

October 4, 2023