



Republic of the Philippines
ROMBLON STATE UNIVERSITY
 Odiongan, Romblon
 Tel No. (042) 567-5273
 Email: romblonstateu@gmail.com
 URL: rsu.edu.ph

Appendix 61



PURCHASE ORDER

Project: Negotiated Procurement for Educational Touring Services for the BSIT of Romblon State University – Cajidiocan Campus
 Title: State University – Cajidiocan Campus
 ABC: PhP1,680,000.00
 Supplier: Wide Vision Tours
 Address: Unit 3A, 250 Sumulong Highway, Mambugan, Antipolo City
 TIN : 147-677-828-000

P.O. No. 24-05-0022

Date: 13 May 2024

Mode of Procurement: Public Bidding

Gentlemen:

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

Place of Delivery: Romblon State University

Delivery Term: 45 Calendar Days from receipt of NTP

Date of Delivery : _____

Payment Term: _____

Stock No.	Unit	Description	Quantity	Unit Cost (in PhP)	Amount (in PhP)
	pax	Three (3)-Days Educational Tour Package (San Jose Batangas, Malvar Batangas, Taguig, Man, Pasay City, Makati City and Quezon City.) 1. PARTICIPANTS Total number of students: 112 students a. 8 Free of charge faculty chaperone; 2. TRANSPORTATION a. Round-trip air-conditioned accommodation from Magdiwang to Batangas and vice versa; b. DOT-accredited air-conditioned and well-sanitized (3) 49-seater tourist bus; c. DOT-accredited tourist drivers and licensed tour guides. Note: - Provision of enough umbrellas for the whole group. - Should the vehicle develop any mechanical fault in transit, the tour agency must find a replacement within one hour - All land transfers at destinations as may be required must ensure safety for all passengers 3. ACCOMMODATION a. A quadruple room accommodation in Metro Manila shall have: b. Air-conditioned rooms with complete amenities with a set of beddings, towels, and toiletries; c. Separate rooms for male and female students and provide beds as per standard requirements; d. 24/7 house guard, dining area, lounge for recreation, purified drinking stations, Wi-Fi, CCTV Cameras, accessible to malls and hospitals. 4. TRAVEL SAFETY KITS a. Will provide safety kits or equipment PPEs for facilities requiring it (mask, alcohol, wet wipes, gloves, etc.) b. First aid kit for the whole group on board for tour vehicles throughout the trip with essential medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.) 5. TOUR COORDINATION a. Securing Permits, Certificate of Participation/Attendance, follow-ups, and confirmation of plant/company visits will be provided. b. In case the companies to be visited are not available, then similar places will be proposed subject to the approval of the end-user pursuant to pertinent CHED issuances. 6. TRAVEL INSURANCE Comprehensive insurance coverage of not less than one hundred thousand pesos (PhP100,000.00) per participant.	112	14,750.00	1,652,000.00
TOTAL CARRIED FORWARD					PhP 1,652,000.00

(Total Amount in Words) ****One Million, Six Hundred Fifty-Two Thousand Pesos Only****

In case of failure to make 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 on the undelivered item/s.

Very truly yours,

MERIAN P. CATAJAY-MANI, Ed.D., CESE
 University President

Conforme: ORLANDO ZACARIAS N. CORPUZ
 (Signature Over Printed Name of Supplier)
13 MAY 2024
 (Date)

Fund Cluster: 164
 Funds Available:

SHIELA BUEN F. SERVAÑEZ, CPA, MBA
 Head, Accounting Office

ORS/BURS No: 164-MSOB-24-05-0247
 Date of the ORS/BURS: 5/15/2024

Amount: **PhP1,652,000.00**



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Management System
 ISO 9001:2015



PURCHASE ORDER

Project: Negotiated Procurement for Educational Touring Services for the BSIT of Romblon
 Title: State University – Cajidiocan Campus
 ABC: PhP1,600,000,000.00
 Supplier: Wide Vision Tours
 Address: Unit 3A, 250 Sumulong Highway, Mambugan, Antipolo City
 TIN : 147-677-828-000

P.O. No. 24-05-0022

Date: 13 May 2024

Mode of Procurement: Public Bidding

Gentlemen:

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

Place of Delivery: Rombion State University

Delivery Term: 330 Calendar Days from receipt of NTP

Date of Delivery: _____

Payment Term: _____

Stock No.	Unit	Description	Quantity	Unit Cost (in PhP)	Amount (in PhP)
		<p>7. MEALS AND BEVERAGES Meals and beverages for all participants for the whole duration of the trip (breakfast, lunch, AM/PM snacks, and dinner)</p> <p>Note: - Must be willing to accommodate food restrictions. - The finalized meal set/menu will be approved by the end-user.</p> <p>8. GIVEAWAYS a. Souvenir T-shirt for each participant subject to end-user approval. b. A gift/token will be provided for the visited company, subject to the approval of the end-user.</p> <p>9. TOUR SIGNAGES, BANNER, AND DOCUMENTATION a. Streamers will be provided. Design and dimension are subject to the approval of the end-user. b. Photo and video documentation.</p> <p>ITINERARY - Interactive/ experiential tours and activities for the whole group (please see the attached itinerary)</p> <p>Provision in case of occurrence of Typhoon and other fortuitous events:</p> <ul style="list-style-type: none"> • If a typhoon and other fortuitous events occur before the educational tour schedule, the touring services may offer flexibility in the field trip itinerary, allowing for adjustments or rescheduling of activities as needed to accommodate the weather conditions to ensure the safety of everyone involved, subject to the approval of the end-user, mindful of the objectives of the Educational Tour. • If a typhoon and other fortuitous events occur anytime during educational tours, the touring services provider should take immediate action to ensure the safety and well-being of the students and faculty. Specifically, they have to: <ul style="list-style-type: none"> o Assess the severity of the typhoon and its potential impact on the safety of the students and the faculty. This includes monitoring weather reports and consulting with local authorities for updates and guidance; o Device alternative plans that prioritize indoor activities or locations less affected by the typhoon. This could include visits to museums, indoor educational centers, or workshops; 			
TOTAL CARRIED FORWARD					PhP1,652,000.00

(Total Amount in Words) ****One Million, Six Hundred Fifty-Two Thousand Pesos Only****

In case of failure to make 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 on the undelivered item/s.

Very truly yours,

MERIAN P. CATAJAY-MANI, Ed.D., CESE
 University President

Conforme:

ORLANDO ZACARIAS N. CORDERO
 (Signature Over Printed Name of Supplier)
13 MAY 2024
 (Date)

Fund Cluster: 104
 Funds Available:

SHIELA BUEN F. SERVAÑEZ, CPA, MBA
 Head, Accounting Office

ORS/BURS No: Kod-m506-24-05-0747
 Date of the ORS/BURS: 5/15/2024
 Amount: **PhP1,652,000.00**



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Management System
 800 9011 3011



PURCHASE ORDER

P.O. No. **24-05-0022**

Project: Negotiated Procurement for Educational Touring Services for the BSIT of Romblon State University – Cajidiocan Campus
 Title: State University – Cajidiocan Campus
 ABC: PhP1,680,000.00
 Supplier: Wide Vision Tours
 Address: Unit 3A, 250 Sumulong Highway, Mambugan, Antipolo City
 TIN : 147-677-828-000

Date: **13 May 2024**

Mode of Procurement: **Public Bidding**

Gentlemen:

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

Place of Delivery: **Romblon State University**

Delivery Term: **45 Calendar Days from receipt of NTP**

Date of Delivery : _____

Payment Term: _____

Stock No.	Unit	Description	Quantity	Unit Cost (in PhP)	Amount (in PhP)
		<ul style="list-style-type: none"> o Arrange educational workshops or presentations at the accommodation or alternative indoor venues. This can still provide valuable learning experiences related to the objectives of the tour; o If outdoor excursions are not possible, consider arranging virtual tours of relevant establishments or inviting guest speakers to provide insights and expertise remotely; o Provide essential supplies such as food, water, and first aid kits, and other necessities and hotel accommodations covered within the package offered by them; and o Any alternative activity shall be implemented only after the approval of the end-user, mindful of the objectives of the Educational Tour. • If students and faculty are stranded due to a typhoon and other fortuitous event on their way back to the University, the touring services provider should prioritize their well-being and provide necessary support. Specifically, they have to: o Provide free meals and refreshments for the duration of their stay; and o Provide access to medical assistance or emergency services if needed. <p>Note: - Tour activities and dates are subject to change based on recommendations of the end-user. - The final itinerary should be approved by the end-user and must adhere to existing health and safety protocols.</p>			
GRAND TOTAL			112	14,750.00	PhP 1,652,000.00

(Total Amount in Words) **One Million, Six Hundred Fifty-Two Thousand Pesos Only**

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Very truly yours,


MERIAN P. CATAJAY-MANI, Ed.D., CESE
 University President

Conforme:


ORLANDO ZACARIAS N. CORPUZ
 (Signature Over Printed Name of Supplier)
13 MAY 2024
 (Date)

Fund Cluster: 164
 Funds Available:


SHIELA BUEN F. SERVAÑEZ, CPA, MBA
 Head, Accounting Office

ORS/BURS No: 164-m006-24.05-0747
 Date of the ORS/BURS: 5/13/2024
 Amount: **PhP1,652,000.00**