



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

Appendix 61



**PURCHASE ORDER**

**PROJECT TITLE: NEGOTIATED PROCUREMENT FOR EDUCATIONAL TOURING SERVICES FOR THE COLLEGE OF ENGINEERING AND TECHNOLOGY (CIVIL ENGINEERING DEPARTMENT) OF ROMBLON STATE UNIVERSITY**

ABC: PhP1,980,000.00 P.O. No: 24-06-0035  
 Supplier: WIDE VISION TOURS Date: 20-June-2024  
 Address: Unit 3A, 250 Sumulong Highway, Mambugan, Antipolo City Mode of Procurement: Negotiated Procurement  
 TIN : 147-677-828-00000

**Gentlemen:**

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

Place of Delivery: RSU, Supply Office Delivery Term: 25 CALENDAR DAYS FROM RECEIPT OF NTP  
 Date of Delivery: \_\_\_\_\_ Payment Term: \_\_\_\_\_

Stock No.	Unit	Description	Quantity	Unit Cost (In PhP)	Amount (in PhP)
1	pax	<b>5-Day Educational Tour Package</b> <b>(Batangas, Cavite, Quezon City, Bulacan, Rizal, Pampanga, and Laguna)</b>  1. PARTICIPANTS A total of 132 students with six (6) free-charge faculty chaperones *schedule is upon the advice of the end user 2. TRANSPORTATION a. Round-trip ordinary boat fare; b. DOT-accredited air-conditioned and well-sanitized (3) 49-seater capacity tourist bus; c. DOT-accredited tourist drivers and one (1) licensed tour guide per bus. 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 as soon as possible - Touring agency must ensure the safety of all passengers all the time  3. ACCOMMODATION A quadruple room or better accommodation in the area of destination shall have: a. Air-conditioned rooms with a set of beddings, towels, and toiletries; b. Separate rooms for male and female students and provide beds as per standard requirements; c. 24/7 house guard, dining area, lounge for recreation, purified drinking stations, Wi-Fi, CCTV Cameras, accessible to malls and hospitals, and TV.  4. TRAVEL SAFETY a. Will provide safety kits or equipment PPEs for plants requiring it (vests, hard hats, face masks, goggles, earplugs, etc.) b. First aid kit for the whole group on board for each tour vehicles throughout the trip with essential medicines/over-the-counter medicines (antacid for upset stomach, headache, antihistamine for allergies, diarrhea, motion sickness, fever, pain reliever, etc.) c. Assist in case of health emergency through the provision of a list of emergency contact numbers.	132	14,750.00	1,947,000.00
<b>TOTAL</b>					<b>1,947,000.00</b>

**(Total Amount in Words) \*\*One Million, Nine Hundred Forty-Seven 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:

\_\_\_\_\_  
 (Signature Over Printed Name of Supplier)  
June 20, 2024  
 (Date)

Fund Cluster: 164

Funds Available: CET

**MS. SHIELA BUEN F. SERVAÑEZ, CPA**  
 Head, Accounting Office

ORS/BURS No: 164-matb-2406-09X

Date of the ORS/BURS: June 20, 2024

Amount: **PhP1,947,000.00**



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**PROJECT TITLE: NEGOTIATED PROCUREMENT FOR EDUCATIONAL TOURING SERVICES FOR THE COLLEGE OF ENGINEERING AND TECHNOLOGY (CIVIL ENGINEERING DEPARTMENT) OF ROMBLON STATE UNIVERSITY**

ABC: PhP1,980,000.00 P.O. No: 24-06-0035  
 Supplier: WIDE VISION TOURS Date: 20-June-2024

Address: Unit 3A, 250 Sumulong Highway, Mambugan, Antipolo City Mode of Procurement: Negotiated Procurement  
 TIN : 147-677-628-00000


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


Place of Delivery: RSU, Supply Office Delivery Term: 25 CALENDAR DAYS FROM RECEIPT OF NTP  
 Date of Delivery : \_\_\_\_\_ Payment Term: \_\_\_\_\_

Stock No.	Unit	Description	Quantity	Unit Cost (In PhP)	Amount (in PhP)
1	pax	5. TOUR COORDINATION a. Securing Permits/Letter of Request and Acknowledgment from LGUs, in compliance with CMO 63 s.2017, Provision of entrance fees, if necessary, Certificate of Participation/Attendance, follow-ups, and confirmation of plant/company visits will be provided, including orientation about industry practices. b. In case the companies/plants 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.  7. MEALS AND BEVERAGES Meals and beverages for all participants for the whole duration of the trip (breakfast, lunch, AM/PM snacks, and dinner)  Note: - Must be willing to accommodate food restrictions. - The finalized meal set/menu will be prepared by the end-user subject to the approval of the Health Services Unit. 8. GIVEAWAYS a. A gift/token will be provided for the visited company, subject to the approval of the end-user.  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 documentation  ITINERARY - Interactive/ experiential tours and activities for the whole group (please see the attached itinerary) - Provision in case of occurrence of Typhoon and other fortuitous events: • 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.			
<b>TOTAL</b>					<b>1,947,000.00</b>

**(Total Amount in Words) \*\*One Million, Nine Hundred Forty-Seven 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:   
 \_\_\_\_\_  
 (Signature Over Printed Name of Supplier)  
June 20, 2024  
 (Date)

Fund Cluster: 164 ORS/BURS No: 164-MODE-24.06-0035  
 Funds Available: CET Date of the ORS/BURS: 6/20/2024  
 MS. SHIELA BUEN F. SERVAÑEZ, CPA Amount: **PhP1,947,000.00**  
 Head, Accounting Office



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**PURCHASE ORDER**

**PROJECT TITLE:** **NEGOTIATED PROCUREMENT FOR EDUCATIONAL TOURING SERVICES FOR THE COLLEGE OF ENGINEERING AND TECHNOLOGY (CIVIL ENGINEERING DEPARTMENT) OF ROMBLON STATE UNIVERSITY**

**ABC:** PhP1,980,000.00 **P.O. No:** 24-06-0035  
**Supplier:** WIDE VISION TOURS **Date:** 20-June-2024

**Address:** Unit 3A, 250 Sumulong Highway, Mambugan, Antipolo City **Mode of Procurement:** Negotiated Procurement  
**TIN :** 147-677-828-00000

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

**Place of Delivery:** RSU, Supply Office **Delivery Term:** 25 CALENDAR DAYS FROM RECEIPT OF NTP  
**Date of Delivery:** \_\_\_\_\_ **Payment Term:** \_\_\_\_\_

Stock No.	Unit	Description	Quantity	Unit Cost (In PhP)	Amount (in PhP)
1	pax	<ul style="list-style-type: none"> <li>* 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"> <li>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;</li> <li>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;</li> <li>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;</li> <li>o If outdoor excursions are not possible, consider arranging virtual tours of relevant establishments or inviting guest speakers to provide insights and expertise remotely;</li> <li>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</li> <li>o Any alternative activity shall be implemented only after the approval of the end-user, mindful of the objectives of the Educational Tour.</li> </ul> </li> <li>* 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:               <ul style="list-style-type: none"> <li>o Provide free full meals and refreshments for the duration of their stay; and</li> <li>o Provide access to medical assistance or emergency services if needed.</li> </ul> </li> </ul> <p>Notes:            - 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.            - No single use plastic in any of the activities involved.</p>			
<b>TOTAL</b>					<b>1,947,000.00</b>

**(Total Amount in Words) \*\*One Million, Nine Hundred Forty-Seven Thousand Pesos Only\*\***

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Very truly yours,

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

**Conforme:**   
 (Signature Over Printed Name of Supplier)  
June 20, 2024  
 (Date)

Fund Cluster: 164 **ORS/BURS No:** 644 MODE. 24. ORS 0975  
 Funds Available: CET **Date of the ORS/BURS:** 6/20/2024  

**MS. SHIELA BUEN F. SERVAÑEZ, CPA**  
 Head, Accounting Office

**Amount: PhP1,947,000.00**

# Contract Agreement Form for the Procurement of Goods (Revised)

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## CONTRACT AGREEMENT

THIS AGREEMENT made the 20<sup>th</sup> day of June 2024 between **ROMBLON STATE UNIVERSITY** of the Philippines (hereinafter called "the Entity") of the one part and **WIDE VISION TOURS** of Unit 3A, 250 Sumulong Highway, Mambugan, Antipolo City (hereinafter called "the Supplier") of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly **Solicitation No. RSU-2024-02-014, Negotiated Procurement for Educational Touring Services for the College of Engineering and Technology (Civil Engineering Department) of Romblon State University (ABC: PhP1,980,000.00)** and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of **One Million, Nine Hundred Forty-Seven Thousand Pesos Only (PhP1,947,000.00)** (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:
  - i. Philippine Bidding Documents (PBDs);
    - i. Schedule of Requirements;
    - ii. Technical Specifications;
    - iii. General and Special Conditions of Contract; and
    - iv. Supplemental or Bid Bulletins, if any
  - ii. Winning bidder's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;  
  
Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
  - iii. Performance Security;
  - iv. Notice of Award of Contract; and the Bidder's conforme thereto; and
  - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**
3. In consideration for the sum of **One Million, Nine Hundred Forty-Seven Thousand Pesos Only (PhP1,947,000.00)** or such other sums as may be ascertained, **Wide Vision Tours** agrees to **complete the supply and delivery of goods and services within twenty-five (25) calendar days from receipt of the Notice to Proceed** in accordance with his/her/its Bid.
4. The **Romblon State University** agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

**MERIAN P. CATAJAY-MANI, Ed.D., CESE**

*University President*

for:

*Romblon State University*

**MR. ORLANDO ZACARIAS N. CORPUZ**

*Authorized Representative*

for:

*Wide Vision Tours*

**ACKNOWLEDGEMENT**

Republic of the Philippines

( ) S. S.

JUN 20 2024

BEFORE ME, this \_\_\_ day of \_\_\_\_\_, 2024 in

\_\_\_\_\_, Philippines personally came and appeared before me the following:

	I.D. No.	Place of Issue	Date of Issue
<b>MERIAN P. CATAJAY-MANI, Ed.D., CESE</b>	<u>01-01</u>	<u>Odiongan, Romblon</u>	<u>July 30, 2020</u>
<b>MR. ORLANDO ZACARIAS N. CORPUZ</b>	_____	_____	_____

Known to me to be the same persons who executed the foregoing instrument consisting of Two (2) pages including the page on which this Acknowledgement is written and they confirmed and acknowledged to me that the same is their own free and voluntary deed and that of the agency, which they respectively represent.

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed my notarial seal on the day, year and place written.

Doc. No. 34  
Page No. 7  
Book No. XVII  
Series of 2024

