



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: Solicitation No. RSU-2024-02-011: "Negotiated Procurement for Educational Touring Services for the Hospitality Management Program
 Title: of Romblon State University (San Fernando Campus)

ABC: PhP2,793,500.00

P.O. No. 24-07-0038

Supplier: St. William Tours and Transport Services

Date: 05 July 2024

Address: 087 District 1A, Marawoy, Lipa City, Batangas

Mode of Procurement: Negotiated Procurement

TIN : 908-743-703-00000

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	<p>6 Days and 5 Nights Educational Tour Package (Manila-Pampanga)</p> <p>1. PARTICIPANTS Total number of students: 151 students with 6 Free of Charge Faculty chaperone *schedule is upon the advice of the end user.</p> <p>2. TRANSPORTATION a. Round-trip boat fare (tourist accommodation) from Romblon, Lucena, Batangas with terminal tickets and vice versa; b. DOT accredited air-conditioned and well sanitized (4) 49 pax passenger capacity tourist bus; and c. Tourist drivers and (1) licensed tour guides per bus.</p> <p>Note: - 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</p> <p>3. ACCOMMODATION A quadruple room or better accommodation in accommodation in Metro Manila, and Pampanga shall have: a. Air-Conditioned rooms, with complete amenities with set of beddings, towels and toiletries; b. Separate rooms for male and female students and provide beds as per standard requirements; and c. 24/7 house guard, dining area, lounge for recreation, purified drinking stations, Wi-Fi, CCTV Cameras, accessible to malls and hospitals, and TV.</p> <p>4. TRAVEL SAFETY KITS a. Will provide safety kits or PPE for companies requiring it (Vest, Hard hat, face mask, goggles, earplugs etc.). Accompanied by a nurse on 6 days tour; 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.</p> <p>5. TOUR COORDINATION a. Securing Permits/Letter of Request and Acknowledgement 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</p>	151	2,793,500.00	2,793,500.00

(Total Amount in Words) **TWO MILLION, SEVEN HUNDRED NINETY-THREE THOUSAND, FIVE HUNDRED 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:

Mark D. Milla
 Mark D. Milla
 (Signature Over Printed Name of Supplier)
 05 July 2024
 (Date)

Fund Cluster: 164
 Funds Available: San Fernando Campus

SHIELA BUEN F. SERVAÑEZ, CPA
 Head, Accounting Office

ORS/BURS No: 164-MB00-24-07-1042
 Date of the ORS/BURS: 7 July 2024

Amount: PhP2,793,500.00



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 Supplier: St. William Tours and Transport Services
 Address: 087 District 1A, Marawoy, Lipa City, Batangas
 TIN : 908-743-703-00000
 P.O. No. 24-07-0038
 Date: 05 July 2024
 Mode of Procurement: Negotiated Procurement

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

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 Payment Term: _____

Stock No.	Unit	Description	Quantity	Unit Cost (in PhP)	Amount (in PhP)
		<p>about industry practices.</p> <p>b. In case the companies/plants are not available, then similar places will be proposed subject to approval of the end-user pursuant to pertinent CHED issuances.</p> <p>6. TRAVEL INSURANCE Comprehensive insurance coverage of not less than One Hundred Thousand Pesos (PhP100,000.00) per participant.</p> <p>7. MEALS AND BEVERAGES Meals and beverages for all participants for the whole duration of the trip 9breakfast, lunch, AM/PM snacks, and dinner)</p> <p>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.</p> <p>8. GIVEAWAYS a. Souvenir T-shirt for each participant subject to end-user approval; and 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 DOCUEMENTATION a. Streamers will be provided. Design and dimension are subject to the approval of the end-user; and 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: • 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: 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 Devise alternative plans that prioritize indoor activities or locations less affected by the typhoon. This could include visits to museums, indoor educational centers, or workshops; 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</p>			

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Very truly yours,

Conforme:

 (Signature Over Printed Name of Supplier)
 05 July 2024
 (Date)

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

Fund Cluster: 164
 Funds Available: San Fernando Campus

SHIELA BUEN F. SERVAÑEZ, CPA
 Head, Accounting Office

ORS/BURS No: 164-MOGE-24-07-1047
 Date of the ORS/BURS: 7/5/2024

Amount: PhP2,793, 500.00



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Project: **Solicitation No. RSU-2024-02-011: "Negotiated Procurement for Educational Touring Services for the Hospitality Management Program of Rombion State University (San Fernando Campus)"**

ABC: **PhP2,793,500.00** P.O. No. **24-07-0038**

Supplier: **St. William Tours and Transport Services** Date: **05 July 2024**

Address: **087 District 1A, Maraway, Lipa City, Batangas** Mode of Procurement: **Negotiated Procurement**

TIN : **908-743-703-00000**

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	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 full meals and refreshments for the duration of their stay; and o Provide access to medical assistance or emergency services if needed. 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.			
TOTAL			151		PhP 2,793,500.00

(Total Amount in Words) **TWO MILLION, SEVEN HUNDRED NINETY-THREE THOUSAND, FIVE HUNDRED PESOS ONLY**

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Very truly yours,

Conforme:

Mark D. Millan

 (Signature Over Printed Name of Supplier)
 05 July 2024

 (Date)

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

Fund Cluster: **164** ORS/BURS No: 164-PMOE-24-07-1047

Funds Available: **San Fernando Campus** Date of the ORS/BURS: 7/5/2024

[Signature]
SHIELA BUEN F. SERVANEZ, CPA
 Head, Accounting Office

Amount: **PhP2,793,500.00**