

Republic of the Philippines
OFFICE OF THE SOLICITOR GENERAL
 134 Amorsolo St., Legaspi Village
 Makati City

PURCHASE ORDER

Supplier: KL TOWER RENTAL MANAGEMENT CORPORATION	P.O. # 023-02-027
Address: KL Tower 117 Gamboa St., Legaspi Village, Makati City	Date: February 24, 2023
TIN: 008-660-368-00000	Mode of Procurement: Lease of Venue
Account No.: 3461-0075-88 Bank: BPI - Alabang South Branch	
Telephone: 63 2 845-0084 Bank Address: Filinvest Ave., Filinvest Corporate City, Alabang Muntinlupa City	

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

Place of Delivery: OFFICE OF THE SOLICITOR GENERAL	Delivery Term: February 27, 28 and March 1, 2023 at specific time
---	--

Date of Delivery:	Payment Term: Full payment after the event (Bank to Bank)
-------------------	--

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
	Lot	<p>Lease of Venue and Catering Services (Food, and Tables and Chairs Set up) for OSG Planning Session, inclusive of set-up, operator/marshals, and other charges:</p> <p><i>Event Date: February 27, 28, and March 1, 2023;</i> <i>Time: 8:00am - 5:00pm;</i> <i>Set up: Classroom;</i> <i>Venue: Legaspi & Ocampo Room;</i> <i>No. of Pax: 50.</i></p> <p>General Specifications:</p> <p><i>Accessibility/Location:</i> The venue must be within close proximity of the Office of the Solicitor General for the efficient access of employees to and from the venue.</p> <p><i>Space Requirement:</i> The venue accommodate at least 50 persons in a table set-up that allow social distancing.</p> <p><i>Light, Ventilation and Air-conditioning:</i> The venue must have sufficient lighting and proper ventilation.</p> <p><i>Facilities:</i> The venue must have a steady supply of water for hand washing and toilet use.; The venue must have ample number of toilets to accommodate the attendees.; The venue must have a provision of at least a basic sound system, projector, and projector screen.; The venue must have internet/wifi availability/connectivity for the attendees.</p> <p><i>Health and Security:</i> The venue must have clearly visible fire escapes and firefighting equipment; The venue must have an alternate ingress/egress for VIPs.</p> <p><i>Parking Space:</i> The venue must have parking spaces or near parking area that are readily available for attendees; The venue should have a roadway access/nearby drop off point that can accommodate the OSG bus which will shuttle the employees to and from the venue.</p> <p><i>Emergency Response:</i> The venue must be near a police station and/or fire station.</p> <p><i>Others:</i> The venue must be structurally sound, well-maintained and attractive.;</p> <p><i>Other Amenities:</i></p> <ul style="list-style-type: none"> • Basic PA Sound System with Wireless Microphones • 1 Projector Screen and 1 Projector • Wi-Fi Connection • White Board & Markers, Flipchart & Markers • Notepad and Pens <p>Food</p> <p><i>Minimum Inclusions:</i></p> <p>Day 1: February 27, 2023</p> <p style="padding-left: 20px;">a. AM Snacks</p> <p style="padding-left: 40px;">Set 3: Special Pancit Medley with Mini Asado Siopao Softdrinks</p> <p style="padding-left: 20px;">b. Lunch</p> <p style="padding-left: 40px;">Set 9: Kare-kare with Shrimp Paste Chicken Teriyaki Cheesy Meatballs Surprise</p>	1	Php 300,000.00	Php 300,000.00

Vegetable Sticks in Caesar Dressings

Rice

Brownies

Iced Tea/Softdrinks

c. PM Snacks

Set 4: Crispy Chicken Burger with Sweet Potato Chips

Samalamig na Sago at Gulaman

Day 2: February 28, 2023

a. AM Snacks

Set 8: Arroz Caldo with Tokwa't Baboy and Lemonade

b. Lunch

Set 3: Chinese Pork Humba

Shrimp in Salted Egg Yolks

Chicken Lumpia

Corn and Crab Chowder

Rice

Buko Pandan

Iced Tea/Softdrinks

c. PM Snacks

Set 7: Hotdog Sandwich with Nacho Chips and Softdrinks

Day 3: March 1, 2023

a. AM Snacks

Set 7: Baked Macaroni with Breaded Cheese Sticks

Lemon Iced Tea

b. Lunch

Set 2: Mongolian Beef Stew

Chicken Curry

Calamari with Thousand Island Dressings

Buttered Vegetables

Rice

Coffee Jelly

Iced Tea/Softdrinks

c. PM Snacks

Set 1: Crispy Hawaiian Ham Sandwich with Nacho Chips and Lemonade

Other Inclusion:

- One (1) Hot and Cold-Water Dispenser
- Tables and Chairs
- Complimentary Free-Flowing Coffee and Tea Set-Up

The following documents shall be deemed to form & be read & construed as part of this agreement:

Contract Agreement

Quotation

Other documents may be required by laws

Total Amount in Words: **Three Hundred Thousand Pesos Only**

Php 300,000.00

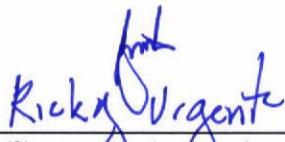
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Very truly yours,

JESSICA L. CASTRO
CAO, Administrative Division

EDITHA R. BUENDIA
Director IV, HRMAS

Conforme:


(Signature over printed name)

03/27/23
(Date)

Funds Available:

ALOBS: 02-10/10, 2023-03-113

Amount: ₱ 300,000.00


ARIEL J. UBIÑA
Chief Accountant