

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

PURCHASE ORDER

Supplier: NATIONAL COMMISSION FOR CULTURE AND THE ARTS FAO: NCCA (METROPOLITAN THEATER) Address: 633 General Luna st., Intramuros, Manila, 1002 TIN: 000-807-048-000 Account No.: 0012-1185-70 Bank: LBP - Intramuros Branch Telephone: 527-2192	P.O. # <u>023-08-124</u> Date: August 4, 2023 Mode of Procurement: Lease of Venue/ Agency to Agency
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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: August 7, 2023 at specific time
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Date of Delivery:	Payment Term: Full Payment before the event (Bank to Bank)
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Stock No.	Unit	Description	Qty.	Unit Cost	Amount
	Lot	Lease of Venue for LIP Graduation of 2023 OSG Legal Internship Program: <i>Event Title: "2023 OSG Legal Internship Graduation"</i> <i>Event Date: August 7, 2023</i> <i>Estimated No. of Pax: 150 pax</i> <i>Use of Venue, with schedule as follows:</i> 08:00AM - 01:00PM: Ingress 01:00PM - 06:00PM: Event Proper 06:00PM - 07:00PM: Egress General Specifications: Accessibility/Location: The venue must be accessible to Office of the Solicitor General via land travel for efficient access of employees and interns to and from the venue. Space Requirement: The venue must accommodate at least 150 persons. Light, Ventilation and Air-conditioning: The venue must have sufficient lighting and proper ventilation. Facilities: The venue must have a wide space or meeting facilities with chairs. Health and Security: The venue must have clearly visible fire escapes and firefighting equipment.; equipped of first aid kit (for emergency) or infirmary, and front desk and security.; The venue must be properly sanitized, and preferably with daily disinfection to common areas. Parking Space: The venue should have a parking space or drop off point that can accommodate the OSG bus which will shuttle the employees to and from the venue Emergency Response: The venue must be near a police station and/or fire station, or at least equipped for emergency cases. Others: The venue must be structurally sound, well-maintained and attractive.; Other Amenities required to be included: Basic Lights and Sounds System The following documents shall be deemed to form & construed as part of this agreement: > Contract > Quotation > Other documents as may be required by laws	1	Php 57,175.50	Php 57,175.50

Total Amount in Words: Fifty Seven Thousand One Hundred Seventy Five Pesos and 50/100 Only	Php 57,175.50
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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.

Conforme: <u></u> DANICA REYES (Signature over printed name) <u>08/07/2023</u> (Date)	Very truly yours,  JESSICA L. CASTRO CAO, Administrative Division  EDITHA R. BUENDIA Director IV, HRMAS
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Funds Available:  ARIEL J. UBINA Chief Accountant	ALOBS: <u>02-101101-2023-09-582</u> Amount: <u>₱ 57,175.50</u>
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