

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

PURCHASE ORDER

Supplier: PHILIPPINE INTERNATIONAL CONVENTION CENTER, INC.	P.O. # 024-05-058
Address: CCP Complex Bldg., Roxas Blvd., Brgy. 076, Pasay City	Date: May 16, 2024
TIN: 001-114-766-000	
Account No.: 3752-1000-03	Bank: LBP - GSIS Banking Center - GSIS
Telephone: (63+) 8789-4765	Building: Pasay
Mode of Procurement: Agency to Agency	

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

Place of Delivery: Banquet Hall 2 (Jose Joya Hall), CCP Complex Bldg., Roxas Blvd., Brgy. 076, Pasay City	Delivery Term: May 22, 2024 at specific time
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Date of Delivery: May 22, 2024	Payment Term: Within 30 days upon receipt of Invoice and Certificate of Completion and Acceptance (Bank to Bank)
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Stock No.	Unit	Description	Qty	Unit Cost	Amount
	Lot	<p>Lease of Venue (with Catering Services - Food, Tables and Chairs Set up) for the Conduct of the Signing of Memorandum of Understanding (MOU) - Legal Sector</p> <p><i>Event Date: May 22, 2024, 2024: 8:00 a.m. to 11:00 am</i> <i>Event Place: Banquet Hall 2 (Jose Joya Hall)</i> <i>Estimated no. of Pax: 80 pax</i></p> <p>General Specifications:</p> <p>Accessibility/Location: The venue must be accessible to Office of the Solicitor General via land travel to (less 10 km radius from OSG).</p> <p>Space Requirement: The venue must accommodate at least 80 persons in a round table set-up with 6-8 persons per table.</p> <p style="padding-left: 20px;">Ingress Time: 2:00am to 8:00am (without Aircon) Actual Event Time: 8:00am to 11:00am (with Aircon) Egress Time: 11:00am to 2:00pm (without Aircon)</p> <p>Light, Ventilation and Air-conditioning: The venue must have sufficient lighting and proper ventilation.</p> <p>Facilities: The venue must have a kitchen/pantry with complete plumbing facilities, hood, gas stove, chairs, tables, lighting, sound system, internet, projector, wood-paneled walls, built-in glass display case system. The venue is preferably to have internet/wifi availability, connectivity for the attendees.</p> <p>The venue must have a steady supply of water for hand washing and toilet.</p> <p>Health and Security: The venue must have clearly visible fire escapes and firefighting equipment.</p> <p>Parking Space: The venue must have at least 4 reserved parking spaces or near parking area that are readily available for attendees. The venue should have a roadway accessible by drop-off point that can accommodate the OSG and we will shuttle the employees and from the venue.</p> <p>Emergency Response: This venue must be near a police station and/or fire station.</p> <p>Others: The venue must be structurally sound, well-maintained and attractive.</p> <p>Other Amenities: Basic Lights and Sounds System; Podium; LCD Projector; Projector Screen (6ft x 8ft); Engineering Services; Janitorial Service; Sign Stands; Tables; 6x Wired Microphones; Wifi Connection; and Linen/Cover/Floor.</p> <p>Food:</p> <p>Menu/Menu Item/Item:</p> <p style="padding-left: 20px;">Managed Buffet Breakfast (Open-End) Serving Time: 8:00AM Fresh Fruit Compote Home-Made Dining na Bangas with Abangas</p>	1	Php 122,070.00	Php 122,070.00

Stock No	Unit	Description	Qty	Unit Cost	Amount
		Sauteed Corned Beef with Potatoes & Onions Vegetable Jardiniere Steamed Rice Eggs with Lettuce Pandesa at Kesong Puti <i>Other Requirements:</i> *Free-Flowing Coffee/Tea Service *Table and Chair Set-up			
		Quality: Delicious; Meals are prepared in proper, hygienic and safe place; Big Servings; Spill-free; Freshly made (not spoiled); Served at specified time Supplier should warrant this agency that in case of spoilage and not good quality meals, they will replace and provide the same immediately.			
		Cost Break Down:			
		Lease of Venue		P30,050.00	
		Food & Beverages (80 pax)		72,000.00	
		Technical Equipment (LCD Projector & 100 Amps Luminas)		11,200.00	
		Security Deposit*		5,600.00	
		TOTAL			PHP 122,070.00
		*Security Deposit is allotted to provide extension of 60 days period above charges for any technical equipment to be brought in side P100, additional food and beverages that is excluded in the contract and other additional charges stipulated in the Contract. Refundable to the extent not utilized.			
		Note: Supplier must provide option for rescheduling or modification due to possible change in quarantine levels or agency announcement			
		The following documents shall be submitted and considered as part of this agreement: I. Contract II. Quotation III. Other documents as may be required by laws			

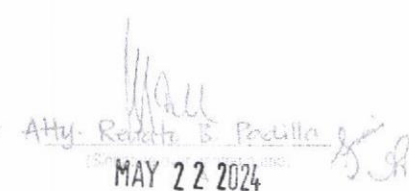
Total Amount in Words: **One Hundred Twenty Two Thousand Seventy Pesos Only** Php 122,070.00

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
 CAD Administrative Division

EDITHA R. BUENDIA
 Director IV, HRMAS

Contractor: 
Atty. Roderick B. Poedilla
 (Sole Representative)
MAY 22 2024

Funds Available: **ALDUS 02-10 2021-2024-05-037**


ARIEL J. UBINA
 Chief Accountant

Amount: **₱ 122,070.00**