Republic of the Philippines

## OFFICE OF THE SOLICITOR GENERAL

134 Amorsolo St., Legaspi Village Makati City

## PURCHASE ORDER

HANNAH'S GARDEN EVENT PLACE P.O. # Supplier: 024-06-084 June 19, 2024 Address: Silangan Road, Brgy. Bunggo, Calamba, Laguna Date: TIN: 139-283-979-000 Account No.: 1551-1393-83 LANDBANK - Las Piñas Branch Mode of Procurement: Lease of Venue Bank: Telephone: 0966-5085203 Email: hannasgarden.eventplace@yahoo.com Gentlemen Please furnish this Office the following articles subject to the terms and conditions contained herein: Place of Delivery: Delivery Term: June 20-21, 2024 Silangan Road, Brgy. Bunggo, Calamba, Laguna Payment Term: Within 30 days after the Event Date of Delivery: June 20-21, 2024 Proper (Bank to Bank) Stock No. Unit Qty. Unit Cost Amount Description Lease of Venue (with Catering Services) for 2024 LIP TEAM BUILDING ACTIVITY Php 259.700.00 lot Php 259 700 00 inclusive of set-up, operator/marshals, and other charges: Event Date: June 20-21, 2024 No of Pax: 73 pax General Specifications: Venue Acessibility/Location: The venue must be accessible to Office of the Solicitor General via land travel for efficient access of employees to and from the venue. Space Requirement: The venue must accommodate at least 73 persons. The accommodation is for 2 days and 1 night. i. Standard Rooms (Poolside) a. Daisy 5 (6 pax) (2 double beds, 1 pull out, 1 T & B) b. Daisy 4 (4 pax) (1 double bed, 1 pull out, 1 T & B) c. Daisy 3 (4 pax) (1 double bed, 1 pull out, 1 T & B) d. Daisy 2 (4 pax) (1 double bed, 1 pull out, 1 T & B) e. Daisy 1 (4 pax) (1 double bed, 1 pull out, 1 T & B) f. Dormitory Room (15 pax) (15 single beds, 2 T & B) ii. Standard Rooms (1 min walk to the pool area) a. Lotus Room (8 pax) (1 queen bed, 2 double beds, 2 single beds, 2 sofa beds 1 T & B) iii. Standard Rooms (1-2 min walk to the pool area) a. Orchid 1 (6 pax) (3 double beds, 1 T & B) b. Orchid 2 (7 pax) (3 double beds, 1 single bed, 1 T & B) iv. Executive Rooms (Poolview with veranda) a. Sampaguita (4 pax) (1 king size bed, 2 single beds, 1 single-sized mattress 1 spacious T & B) b. Ylang ylang Room (6 pax) (2 queen size beds, 1 pull-out bed, 1 single bed, 1 single-sized mattress, 2 T & B) c. Rosal Rooms (6 pax) (2 queen size beds, 1 pull-out bed, 1 single bed, 1 single sized mattress, 2 T & B) Light, Ventilation and Air-condition: The venue must have sufficient lighting and proper ventilation. Room must be fully airconditioned. Facilities: The venue must have a wide space or meeting facilities or function hall, swimming pool and/or beach, and can cater food. The venue is preferably to have internet/wifi availability/connectivity for the attendees. The venue should have a facilities for The venue should provide space for team building activities with team building facilitator for 60 pax (Legal interns) Health and Security: The venue must have a visible fire escapes and firefighting equipment, equipment of first aid kit (for emergency) or infirmary, and 24/7 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 that can accommodate the OSG bus which will shuttle the employees and interns, 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: Meeting Room/Function Room to be used for two days Basic Sound System with microphone Projector and Projector Screen Rolling Whiteboard with Whiteboard Marker and Eraser

With tables, chairs set up with water dispenser

Use of Iwata Fans Wifi/Internet Connectivity

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
		Team Building Facilities with Facilitator/Organizer			
		Facilitation Services: Facilitation, Motivational Workshop, Training/Seminars			
		Team Building Coordinators, Assistant facilitators, Marshalls and Materials Use of Karaoke for 6 Hours			
		Minimum Inclusion			
		Food			
		Day 1 (June 20, 2024)			
		AM Snacks - 09:00am			
		> Suman Espesyal > Hot Chocolate			
		Free-flowing Coffee			
		Lunch - 11:30am			
		> Rice			
		> Chopsuey			
		> Chicken Afritada			
		> Mango Sago			
		> Orange Juice			
		PM Snacks - 03:00pm			
		> Bilo-bilo > Lemonade			
		(			
		Dinner - 06:30pm > Rice			
		> Laing			
		> Bangus Steak			
		> Fruit Platter			
		> Dalandan Juice			
		Day 2 (June 21, 2024)  Breakfast: 07:00am (included to the Rooms)			
		> Garlic Rice			
		> Egg			
		> Daing na Bangus			
		> Chicken Tocino > Hot Choco			
		Free-flowing Coffee			
		Lunch - 11:30am  > Rice			
		> Buttered Veggies			
		> Chicken Inasal			
		> Coffee Jelly			
		> Orange Juice			
		The following documents shall be deemed part and construed as part of this agreement:			
		Quotation			
		II. Menu			
		lii. Other documents as may be required by laws			
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Amount in W		Two Hundred Fifty Nine Thousand Seven Hundred Pesos Only			
In case of t	failure to	p make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one p	ercent for	every day of delay sha	all be imposed.
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Funds Available	e:	ALOBS: 02-10110) - 2024 - 06 - 340	-		
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	ADIE	J. UBIÑA			
,		Accountant			
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