

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

**PURCHASE ORDER**

Supplier Address	<b>MARLEY-ZOE EVENTS ORGANIZING SERVICES</b> GA Tower 1 EDSA, Mandaluyong City	P.O. # Date:	<b>022-12-192</b> December 9, 2022
TIN	226-804-717-000	Bank	BDO
Account No.	010150151934	Email	
Telephone:	09154621126	Mode of Procurement	Small Value Procurement 53.9

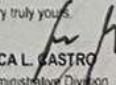
Gentlemen  
 Please furnish this Office the following articles subject to the terms and conditions contained herein

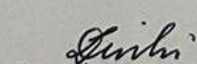
Place of Delivery:	<b>OFFICE OF THE SOLICITOR GENERAL</b>	Delivery Term:	Installation before the actual start of the event
Date of Delivery:		Payment Term:	within 30 days upon receipt of Certificate of Completion (Bank to bank)

Stock No	Unit	Description	Quantity	Unit Cost	Amount
1	lot	<p><b>Procurement of Grazing Table and Juice Bar Services for the 2022 Year End Assessment Activity of the Office of the Solicitor General, inclusive of delivery charges and other charges:</b></p> <p><b>Event Title: "2022 OSG Year End Assessment Activity"</b>                      Event Date: December 9, 2022, 06:00PM to 09:30PM                      Delivery Address: Coconut Palace, Pasay City, Metro Manila                      Number of pax: 400 attendees</p> <p><b>Scope of Works:</b>                      Provide Grazing Table Setup in accordance with the motif, and should be served before 05:00pm or as required by end-user. Installation should be done in the morning of December 9, 2022. Dismantling of all venue decorations within the two hour time frame for egress as required by the management of the site.                      Crews needed for set-up and dismantling of grazing table and juice bar</p> <p><b>Minimum Inclusion of Food and Juice Bar:</b>                      6 Types of Assorted Cheese (Manchego, Brie, Blue Cheese, Greek Cheese and Parmigiano);                      6 Assorted Meats and Cold Cuts ( Iberico, Speck, Beef Pastrami, Chicken Ham, Salami and Piccanto);                      Assorted Fruits (Strawberry, Grapes and Kiwi);                      Assorted Nuts and Dried Fruits;                      Crostini and Crackers;                      Jams and Spreads;                      3 Flavors of Fruit Juice (Raspberry Ice Tea, Melon Merry Bliss- Strawberry &amp; Watermelon infused water, Strawberry and Citrus Moringa)</p> <p><b>Quality</b>                      Delicious: Meals are prepared in proper, hygienic and safe place. Big Servings. Spill-free. Freshly made (not spoiled). Served at specified time.</p> <p>Set-up for tables and chairs should be intricate, aesthetic, and relevant to the event's motif</p> <p><i>Note: Installation of set-up should be done before the actual start of the program. Supplier must provide option for rescheduling or modification due to possible change in quarantine levels.</i></p>	1	Php 100,000.00	Php 100,000.00

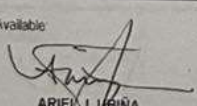
Total Amount in Words: **One Hundred Thousand Pesos Only** Php 100,000.00

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

Conforme:   
**DEIRDRE LIBATIQUE**  
 (Signature over printed name)  
 1/9/2024  
 (Date)

**EDITHA R. BUENDIA**  
 Director IV, HRMAS

Funds Available:	ALOPS 02-101101-2022-12-700	This is to certify that this procurement was posted at PhilGEPS in compliance with RA 9184
 <b>ARIEL J. BUINA</b> Chief Accountant	Amount: ₱100,000.00	
		<b>ISRAEL C. DALLUAY</b> Administrative Assistant I