

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

PURCHASE ORDER

| | |
|--|---------------------------------------|
| Supplier: Philippine International Convention Center (PICC) | P.O. # 022-05-062 |
| Address: PICC Complex, Pasay City Metro Manila, Philippines 1307 | Date: June 6, 2022 |
| TIN: 001-114-766-000 | Mode of Procurement: Agency to Agency |
| Account No.: 3752-1000-03 Bank: Landbank of the Philippines | |
| Telephone: 02 8789-4789 | |

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

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|---|------------------------------|
| Place of Delivery: OFFICE OF THE SOLICITOR GENERAL | Delivery Term: June 10, 2022 |
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|-------------------|--|
| Date of Delivery: | Payment Term: Full payment on Food & Beverage and Security Deposit; Remaining Balance (Lease of Venue is on or 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 2022 Mid-Year Assessment Activity (MYAA/Anniversary), inclusive of set-up, crew/marshals, and other charges:</p> <p><i>Event Date: June 10, 2022;</i> <i>Event Place: PICC, Pasay, Metro Manila</i></p> <p>Venue: PICC Reception Hall <i>Ingress Time: 07:00am - 03:00pm (Without Aircon)</i> <i>Actual Event: 03:00pm - 09:00pm (With Aircon)</i></p> <p>Set Up: Round Table Spacious Can accommodate at least 980 OSG Employees and Guest Skirted tables and chairs; maximum of six (6) person per table</p> <p>Inclusions: Basic lights and sound system Dressing Room Engineering Services Hospitality Lounge Janitorial Services Permanent Stage Sign Stands and Stanchion Six (6) Wired Microphones Wifi Access in the Room Parking Space for VIP Guest and OSG employees</p> <p>FOOD AND BEVERAGES: Catered by VIA MARE Food for OSG Employees and VIP Guest Minimum Inclusion: a. <i>Dinner:</i> Set Up: Buffet Dinner/Plated Dinner; Table design for VIP; 809 Pax Must include 5 viands consisting of fish, chicken, vegetable, pasta, salad greens, steamed rice, and at least two (2) kinds of cake and beverages b. <i>Afternoon Snacks:</i> One savory, one sweet pastry, in addition to the continuous supply of coffee and water</p> <p>Food for Crews (on-site suppliers who are not employees of OSG) Set Up: Buffet Dinner/Plated Dinner; 40 Pax Include two (2) viands, consisting of beef or pork, fish or chicken, and rice, with one dessert and beverage;</p> | 1 | Php 1,464,200.60 | Php 1,464,200.60 |

| Cost Break Down : | | | | |
|--------------------------|----------|------------|-------------------------|--|
| Item | Rate/Pax | No. of Pax | Amount | |
| Buffet/Plated Dinner | 825 | 809 | Php 667,425.00 | |
| PM Snacks with Coffee | 270 | 809 | 218,430.00 | |
| Service | | | | |
| Crew Meal | 350 | 40 | 14,000.00 | |
| Food and Beverage | | | Php 899,855.00 | |
| Lease of Venue | | | 434,112.00 | |
| Security Deposit* | | | 130,233.60 | |
| TOTAL | | | Php 1,464,200.60 | |

**No of pax per item may vary with at least one (1) day notice to the supplier*

Security

Alloted for possible extension of hire period, power charges for any technical equipment to be brought inside PICC, charges for any additional requirement that may be incurred, etc. Refundable to the extent not utilized.

Total cost for food and beverages is consumable on and before the event with the option of the committee to consume during preparation meeting. Any excess is chargeable to security deposit

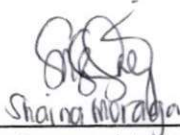
The following documents shall be deemed to form & be read & construed as part of this agreement:

- Contract Agreement
- Billing Arrangement
- Approved Menu
- Notice of Award
- Other documents may be required by laws

Total Amount in Words: **One Million Four Hundred Sixty Four Thousand Two Hundred Pesos & 60/100 Only** Php 1,464,200.60

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:



 (Signature over printed name)
JUN 10 2022


 (Date)

Very truly yours,


JESSICA L. CASTRO
 CAO, Administrative Division

EDITHA R. BUENDIA
 Director IV, HRMAS

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|------------------|------------------------------------|--|
| Funds Available: | ALOB: <u>02-101101-2022-05-214</u> | |
| | Amount: <u>₱ 1,464,200.60</u> | |


ARIEL J. UBIÑA
 Chief Accountant