

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

PURCHASE ORDER

Supplier: KL TOWER RENTAL MANAGEMENT CORPORATION Address: KL Tower 117 Gamboa St., Legaspi Village, Makati City TIN: 008-660-368-00000 Account No.: 3461-0075-88 Bank: BPI - Alabang South Branch Telephone: 63 2 845-0084 Bank Address: Filinvest Ave., Filinvest Corporate City, Alabang Muntinlupa City	P.O. # 023-02-027 Date: February 24, 2023 Mode of Procurement: Lease of Venue
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Gentlemen:
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: <u>OFFICE OF THE SOLICITOR GENERAL</u>	Delivery Term: February 27, 28 and March 1, 2023 at specific time
Date of Delivery:	Payment Term: Full payment after the event (Bank to Bank)

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
	Lot	Lease of Venue and Catering Services (Food, and Tables and Chairs Set up) for OSG Planning Session, inclusive of set-up, operator/marshals, and other charges: <i>Event Date: February 27, 28, and March 1, 2023;</i> <i>Time: 8:00am - 5:00pm;</i> <i>Set up: Classroom;</i> <i>Venue: Legaspi & Ocampo Room;</i> <i>No. of Pax: 50.</i> General Specifications: <i>Accessibility/Location:</i> The venue must be within close proximity of the Office of the Solicitor General for the efficient access of employees to and from the venue. <i>Space Requirement:</i> The venue accommodate at least 50 persons in a table set-up that allow social distancing. <i>Light, Ventilation and Air-conditioning:</i> The venue must have sufficient lighting and proper ventilation. <i>Facilities:</i> The venue must have a steady supply of water for hand washing and toilet use.; The venue must have ample number of toilets to accommodate the attendees.; The venue must have a provision of at least a basic sound system, projector, and projector screen.; The venue must have internet/wifi availability/connectivity for the attendees. <i>Health and Security:</i> The venue must have clearly visible fire escapes and firefighting equipment; The venue must have an alternate ingress/egress for VIPs. <i>Parking Space:</i> The venue must have parking spaces or near parking area that are readily available for attendees; The venue should have a roadway access/nearby drop off point that can accommodate the OSG bus which will shuttle the employees to and from the venue. <i>Emergency Response:</i> The venue must be near a police station and/or fire station. <i>Others:</i> The venue must be structurally sound, well-maintained and attractive.; <i>Other Amenities:</i> • Basic PA Sound System with Wireless Microphones • 1 Projector Screen and 1 Projector • Wi-Fi Connection • White Board & Markers, Flipchart & Markers • Notepad and Pens Food <i>Minimum Inclusions:</i> Day 1: February 27, 2023 a. AM Snacks Set 3: Special Pancit Medley with Mini Asado Siopao Softdrinks b. Lunch Set 9: Kare-kare with Shrimp Paste Chicken Teriyaki Cheesy Meatballs Surprise	1	Php 300,000.00	Php 300,000.00

	<p>Vegetable Sticks in Caesar Dressings Rice Brownies Iced Tea/Softdrinks</p> <p>c. PM Snacks Set 4: Crispy Chicken Burger with Sweet Potato Chips Samalamig na Sago at Gulaman</p> <p>Day 2: February 28, 2023</p> <p>a. AM Snacks Set 8: Arroz Caldo with Tokwa't Baboy and Lemonade</p> <p>b. Lunch Set 3: Chinese Pork Humba Shrimp in Salted Egg Yolks Chicken Lumpia Corn and Crab Chowder Rice Buko Pandan Iced Tea/Softdrinks</p> <p>c. PM Snacks Set 7: Hotdog Sandwich with Nacho Chips and Softdrinks</p> <p>Day 3: March 1, 2023</p> <p>a. AM Snacks Set 7: Baked Macaroni with Breaded Cheese Sticks Lemon Iced Tea</p> <p>b. Lunch Set 2: Mongolian Beef Stew Chicken Curry Calamari with Thousand Island Dressings Buttered Vegetables Rice Coffee Jelly Iced Tea/Softdrinks</p> <p>c. PM Snacks Set 1: Crispy Hawaiian Ham Sandwich with Nacho Chips and Lemonade</p> <p><i>Other Inclusion:</i></p> <ul style="list-style-type: none"> • One (1) Hot and Cold-Water Dispenser • Tables and Chairs • Complimentary Free-Flowing Coffee and Tea Set-Up <p><i>The following documents shall be deemed to form & be read & construed as part of this agreement:</i></p> <p>Contract Agreement Quotation Other documents may be required by laws</p>			
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Total Amount in Words: **Three Hundred Thousand Pesos Only** Php 300,000.00

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.


Conforme: 
(Signature over printed name)

03/24/23
(Date)

Very truly yours,

JESSICA L. CASTRO
CAO, Administrative Division

EDITHA R. BUENDIA
Director IV, HRMAS

Funds Available: 
ALOBS: 02-10/10, 2023-03-113
Amount: ₱ 300,000.00

ARIEL J. UBIÑA
Chief Accountant