

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

PURCHASE ORDER

Supplier: THE MARQUIS EVENTS VENUE BGC INC. Address: Marquis Events Place Park Building, Rizal Drive Bonifacio Global City, Taguig City 1634 TIN: 008-859-802-000 Account No.: 411-7-41151138-0 Telephone: 663-7487/663-7438/663-7451	P.O. # <u>023-11-165</u> Date: November 28, 2023 Mode of Procurement: N.P Lease of Venue Bank: Metropolitan Bank and Trust Company (MBTC) Fort - TFT Branch Bank Address: 7th Ave. Cor. 32nd St., BGC, Taguig
---	--

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

Place of Delivery: OFFICE OF THE SOLICITOR GENERAL	Delivery Term: December 11, 2023 at specific time
---	---


Date of Delivery:	Payment Term: Within 30 days after the event (Bank to Bank)
-------------------	---

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
	Lot	<p>Lease of Venue with Catering Services (Food, Tables and Chairs Set up) for OSG Year End Assessment Activity, inclusive of VAT, set-up, operator/marshals, and other charges :</p> <p><i>Event Title: "LET's GLOW OSG: The 2023 OSG Year End Assessment Activity"</i> <i>Event Place: Sarus Grand Ballroom</i> <i>Event Date: December 11, 2023; 5:00pm - 11:00pm</i> <i>Ingress: December 11, 2023; 12 midnight</i> <i>Egress: December 11, 2023; 09:00 - 11:50pm</i> <i>Guaranteed No. of Pax: 800 pax</i> <i>Plated VIP Tables: 50 pax; Buffet Tables: 750 pax (divided into 5 buffet tables)</i></p> <p>Venue</p> <p><i>Space Requirement/Facilities:</i> The venue should comfortably seat Seven Hundred to Nine Hundred (700-900) participants arranged in round tables with linens; The allotted use of venue for the program is at least six (6) hours, excluding time for ingress, egress, set-up and clean up (Note: Venue must allow access of outsourced suppliers/committees' representatives in the venue during the ingress/egress.)</p> <p><i>Venue Inclusions:</i></p> <ul style="list-style-type: none"> • Banquet and/or IBM Tables and Chairs with Linens • Stage - Estimated Size: 12ft x 32ft • Podium • Dance Floor - Estimated Size: 15ft x 15ft • Table Numbers (glow/neon theme) • 3 Holding Rooms: VIP 1, VIP 2, Boardroom (with designated staff) • 100 MBPS Wifi Connection <p><i>Reception Essentials</i></p> <ul style="list-style-type: none"> • Registration desk at the pre-function area • Alcohol • Banquet and/or IBM Tables and Chairs <p><i>Audio-Visual System</i></p> <ul style="list-style-type: none"> • Use of LCD Projector and Mobile Screen (two screens) • Digital events directory along our lobbies' TV screens for guests' guidance • Digital signage along the pre-function halls of the reception 	1	Php 1,811,700.00	Php 1,811,700.00

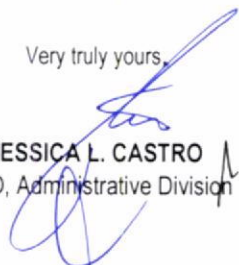
Stock No.	Unit	Description	Qty.	Unit Cost	Amount
		<p><i>Lights and Sounds Package</i></p> <p>I. Audio Equipments</p> <ul style="list-style-type: none"> • 4 Units VRX 932 Self Powered Speakers • 2 Units VRX 918 Powered Subwoofer • 2 Units Dual 15" Self-Powered Speakers • 2 Units Powered Speaker 15" for Surround • 1 Unit Digital Box 32 Channel • 1 Unit Laptop for Cueing • 4 Units Wireless Microphone • 4 Units Wired Microphone • 4 Units Boom Microphone Stand <p>II. Lighting Equipment</p> <ul style="list-style-type: none"> • 8 Units AMBER LED Par Lights • 16 Units RGBW LED Par Lights • 6 Unit Lights Stand • 1 Unit DMX Controller <p><i>Parking Facilities for Guests:</i></p> <ul style="list-style-type: none"> • 30 Complimentary Car Passes <p><i>Light, Ventilation and Air-conditioning:</i> The venue must have sufficient lighting, proper ventilation and air-conditioned. Airconditioning units shall be turned on at 1:00pm, before the program proper. The use of venue should have no additional charge for electricity.</p> <p><i>Health and Security:</i> The venue shall: (a) Have a fire escape plan, accessible fire exits, firefighting equipment, and excellent ventilation; (b) Be equipped with closed circuit television (CCTV) to monitor all the public areas around the venue; (c) Strictly implement security measures inside the premises, including its vicinity.</p> <p>The venue must be able to provide standby medic within the premises, and must have security, engineering, and maintenance staff on-site during the ingress, egress, and actual event.</p> <p><i>Other Requirements:</i></p> <p>The lessor must allow modification on the inclusion on the contract, provided that any additional cost is subject for approval of HoPE.</p> <p>The lessor must allow entry of outsourced suppliers, and/or provide option for upgrade or additional visual, lights, or sounds equipment, subject for additional cost and approval of HoPE.</p> <p>Additional charges are allowed provided that it will be presented separately in the quotation.</p> <p>FOOD AND BEVERAGE:</p> <p><i>Inclusions</i></p> <ul style="list-style-type: none"> • Soup (With Artisan Bread and Butter) <ul style="list-style-type: none"> Seafood Chowder with Oregano Chantilly Cream • Salad <ul style="list-style-type: none"> Marquis Salad Bar Country Organic Greens Chef's Selected Condiments and Dressings • Pasta <ul style="list-style-type: none"> Penne Sauce: Olive Oil Based Sauce Cherry Tomato, Garlic Confit and Buffalo Mozzarella • Chicken <ul style="list-style-type: none"> 4 Hour Baked Corn-Fed Chicken with Rosemary Huile, Spanish Chorizo and Baby Potatoes • Beef <ul style="list-style-type: none"> Braised Organic Grass-Fed Beef with Red Wine Reduction • Fish <ul style="list-style-type: none"> Pan Seared Cobber with Light Lemon Cream Sauce • Pork <ul style="list-style-type: none"> Roast Pork with Au Jus Apple Sauce • Steamed White Rice 			


Stock No.	Unit	Description	Qty.	Unit Cost	Amount
		<ul style="list-style-type: none"> • Dessert Hazelnut Praline Cake Salted Caramel Cake New York Cheesecake Assorted Sliced fruits <p><i>The following documents shall be deemed to form & construed as part of this agreement:</i></p> <ul style="list-style-type: none"> Contract Quotation Approved Table Layout and Menu (if necessary) Other documents as may be required by laws 			
Total Amount in Words:		One Million Eight Hundred Eleven Thousand Seven Hundred Pesos Only			Php 1,811,700.00


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: 
 CLARE CATIMBANG
 (Signature over printed name)

DEC 11 2023
 (Date)

Very truly yours,

JESSICA L. CASTRO
 CAO, Administrative Division


EDITHA R. BUENDIA
 Director IV, HRMAS

Funds Available: 
ARIEL J. UBINA
 Chief Accountant

ALOB: 02-102101-2023-12-113

Amount: ₱ 1,811,700.00

This is to certify that this procurement was posted at Philgeps in compliance with RA 9184


CHRISTIAN D. BUAT
 Admin Assistant I, Administrative Division