

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

PURCHASE ORDER

Supplier: KL TOWER RENTAL MANAGEMENT CORPORATION	P.O. # 023-02-027
Address: KL Tower 117 Gamboa St., Legaspi Village, Makati City	Date: February 24, 2023
TIN: 008-660-368-00000	Mode of Procurement: Lease of Venue
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	

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: 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	<p>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:</p> <p><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></p> <p>General Specifications:</p> <p><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.</p> <p><i>Space Requirement:</i> The venue accommodate at least 50 persons in a table set-up that allow social distancing.</p> <p><i>Light, Ventilation and Air-conditioning:</i> The venue must have sufficient lighting and proper ventilation.</p> <p><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.</p> <p><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.</p> <p><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.</p> <p><i>Emergency Response:</i> The venue must be near a police station and/or fire station.</p> <p><i>Others:</i> The venue must be structurally sound, well-maintained and attractive.;</p> <p><i>Other Amenities:</i></p> <ul style="list-style-type: none"> • Basic PA Sound System with Wireless Microphones • 1 Projector Screen and 1 Projector • Wi-Fi Connection • White Board & Markers, Flipchart & Markers • Notepad and Pens <p>Food</p> <p><i>Minimum Inclusions:</i></p> <p>Day 1: February 27, 2023</p> <p>a. AM Snacks</p> <p style="padding-left: 20px;">Set 3: Special Pancit Medley with Mini Asado Siopao Softdrinks</p> <p>b. Lunch</p> <p style="padding-left: 20px;">Set 9: Kare-kare with Shrimp Paste Chicken Teriyaki Cheesy Meatballs Surprise</p>	1	Php 300,000.00	Php 300,000.00