

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. # 023-09-142
Address: KL Tower 117 Gamboa St., Legaspi Village, Makati City	Date: September 22, 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: September 25, 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 (with Catering Services - Food, Tables and Chairs) for the HRMPSB Activity for FY 2023, inclusive of VAT, taxes, and other charges:</p> <p><i>Event Date: September 25, 2023</i> <i>Time: 9:00am - 3:00pm;</i> <i>Set up: Classroom;</i> <i>Venue: Legaspi & Ocampo Room;</i> <i>No. of Pax: 20</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 efficient access of employees to and from the venue.</p> <p><i>Space Requirement:</i> The venue must accommodate at least 20 persons classroom 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 training room with complete training facilities such as tables, chairs, white board, projector, projector screen, microphones and basic sound system. The venue must have internet/wifi availability/connectivity for the attendees. The venue must have a steady supply of water for hand washing and toilet use;</p> <p><i>Health and Security:</i> The venue must have clearly visible fire escapes and firefighting equipment;</p> <p><i>Parking Space:</i> The venue should have a 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> Basic Lights and Sounds; Wifi Connection; and can Cater Food.</p> <p>Food <i>Minimum Inclusions:</i> AM Snacks - Set No. 2 Spaghetti Meatballs with Garlic Bread and Four Seasons Juice</p>	1	Php 36,000.00	Php 36,000.00

Lunch - Set No. 2

- Mongolian Beef Stew
- Chicken Curry
- Calamari with Thousand Island Dressings
- Buttered Vegetables
- Rice
- Coffee Jelly
- Iced Tea/Soft Drinks

Other Inclusion:

- One (1) Projector Screen and 1 Projector
- Basic PA Sound System with Wireless Microphones
- Wifi Connection
- One (1) Hot and Cold-Water Dispenser
- Tables and Chairs
- Complimentary Free-Flowing Coffee and Tea Set-Up

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

- Contract Agreement
- Quotation
- Other documents may be required by laws

Total Amount in Words: **Thirty Six Thousand Pesos Only** Php **36,000.00**

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)

Sept. 25, 2023

 (Date)

Very truly yours,


JESSICA L. CASTRO
 CAO, Administrative Division


EDITHA R. BUENDIA
 Director IV, HRMAS

Funds Available:

ALOBS: 02-101101-2023-10-618

Amount: ₱ 36,000.00



ARIEL J. UBIÑA
 Chief Accountant