

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

PURCHASE ORDER

Supplier: PHILIPPINE INTERNATIONAL CONVENTION CENTER, INC. Address: CCP Complex Bldg., Roxas Blvd., Brgy. 076, Pasay City TIN: 001-114-766-000 Account No.: 3752-1000-03 Telephone: (632) 789-4789	P.O. # 024-08-124 Date: August 5, 2024 Mode of Procurement: Agency to Agency Bank: LBP - GSIS Banking Center, GSIS Building, Pasay
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Gentlemen:
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: Summit Hall, CCP Complex Bldg., Roxas Blvd., Brgy. 076, Pasay City	Delivery Term: August 7, 2024 at specific time
Date of Delivery: August 7, 2024	Payment Term: Within 30 days upon receipt of Invoice and Certificate of Completion and Acceptance (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 the Conduct of the OSG-Legal Internship Program (OSG-LIP) Graduation, inclusive of Set-Up, Operator/Marshals, and other charges:</p> <p><i>Event Date: August 7, 2024, 2024: 1:00 pm to 5:00 pm</i> <i>Event Place: Summit Hall C</i> <i>Estimated no. of Pax: 140 pax</i></p> <p>General Specifications:</p> <p>Accessibility/Location: The venue must be accessible to Office of the Solicitor General via land travel (within 10 km radius from OSG).</p> <p>Space Requirement: The venue must accommodate at least 140 persons in a round table set-up with 10 persons in a tables.</p> <p style="padding-left: 20px;">Ingress Time: 5:00am to 1:00pm (without Aircon) Actual Event Time: 1:00 pm to 5:00 pm (with Aircon) Egress Time: 5:00pm to 8:00pm (without Aircon)</p> <p>Light, Ventilation and Air-conditioning: The venue must have sufficient lighting and proper ventilation.</p> <p>Facilities: The venue must have a training room with complete training facilities such as tables, chairs, podium, LED Wall (9ft x 12ft), at least three (3) wired microphones and two (2) wireless microphones, basic lights and sounds system. The venue is preferably to have internet/wifi availability/ connectivity for the attendees.</p> <p>The venue must have a steady supply of water for hand washing and toilet</p> <p>Health and Security: The venue must have clearly visible fire escapes and firefighting equipment;</p> <p>Parking Space: The venue must have at least 3 reserved 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>Emergency Response: The venue must be near a police station and/or fire station.</p> <p>Others: The venue must be structurally sound, well-maintained and attractive.;</p> <p>Other Amenities: Basic Lights and Sounds System; Podium; LED Wall (9ft x 12ft); Engineering Services; Janitorial Service; Sign Stands; at least three (3) wired microphones and two (2) wireless microphones; Wifi Connection; and can Cater Food.</p> <p>Food: Minimum Inclusion: I. Plated PM Snacks - Serving Time: 1:30PM Chicken Salad Sandwich in Wheat Bread Petite Danish Pastry Soda or Juice in Can (No Pork ingredients for all dishes)</p>	1	Php 284,480.00	Php 284,480.00

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		<p>II. Early Managed Dinner Buffet - Serving Time: 4:00PM</p> <p>Grilled Fish with Creamy Pesto Sauce</p> <p>Slow-Cooked Beef with Mushrooms & Bell Peppers (beef must be tender)</p> <p>Maple Pan Roasted Carrots, Cauliflower and Broccoli</p> <p>Linguini Tuna Pomodoro</p> <p>Steamed Rice</p> <p>Assorted Greens with Mango, Grapes, Apple & Nuts (ranch dressing, french dressing)</p> <p>Mocha Chocolate Icebox Cake</p> <p>Warm Pineapple Up-Side-Down Cake</p> <p>Coffee or Tea</p> <p>(No Pork ingredients for all dishes)</p> <p><i>Other Requirements:</i></p> <p><i>Tables and Chairs Set-up</i></p> <p>Quality: Delicious; Meals are prepared in proper, hygienic and safe place; Big Servings; Spill-free; Freshly made (not spoiled); Served at specified time Supplier should warrant the agency that in case of spoilage and not good quality meals, they will replace and provide the same immediately.</p> <p>Cost Break Down:</p> <table border="0"> <tr> <td>Lease of Venue</td> <td style="text-align: right;">P49,665.00</td> </tr> <tr> <td>Food & Beverages (80 pax)</td> <td style="text-align: right;">191,800.00</td> </tr> <tr> <td>Technical Equipment (LCD Projector 5000 Ansi Lumens)</td> <td style="text-align: right;">39,256.00</td> </tr> <tr> <td>Security Deposit</td> <td style="text-align: right;">3,759.00</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">P284,480.00</td> </tr> </table> <p>Security Deposit is allotted for possible extension of lease period, power charges for any technical equipment to be brought inside PICC, additional food and beverages that is excluded in the contract and other additional charges stipulated in the Contract. Refundable to the extent not utilized.</p> <p>Note: Supplier must provide option for rescheduling or modification due to possible change in quarantine levels or agency announcement.</p> <p><i>The following documents shall be deemed to form and construed as part of this agreement:</i></p> <p>I. Contract</p> <p>II. Menu</p> <p>III. Quotation</p> <p>IV. Other documents as may be required by law</p>	Lease of Venue	P49,665.00	Food & Beverages (80 pax)	191,800.00	Technical Equipment (LCD Projector 5000 Ansi Lumens)	39,256.00	Security Deposit	3,759.00	TOTAL	P284,480.00			
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TOTAL	P284,480.00														

Total Amount in Words: **TWO HUNDRED EIGHTY FOUR THOUSAND FOUR HUNDRED EIGHTY PESOS** Php **284,480.00**

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.

Very truly yours,

Conforme: ATY - RENATO D. PARIKIA
(Signature over printed name)

AUG 07 2024
(Date)

JESSICA L. CASTRO
CAO, Administrative Division

EDITHA R. BUENDIA
Director IV, HRMAS

Funds Available: ALOBS: 02-107101-2024-08-496

Amount: P 284,480.00

ARIEL J. UBIÑA
Chief Accountant