

PURCHASE ORDER

Supplier: THE MANILA HOTEL (For the Account of: Manila Hotel Corporation)	P.O. # 024-11-195
Address: One Rizal Park, Ermita Manila	Date: November 18, 2024
TIN: 000-344-552-000	Mode of Procurement: Lease of Venue
Account No.: 00320-015059-5 (PESO)	
Bank: Philtrust Bank - Head Office, UN Avenue, Manila	
Telephone: 8527-0011 local 1275	Email: k.reyes@themanilahotel.com

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

Place of Delivery: THE MANILA HOTEL, One Rizal Park, Ermita Manila	Delivery Term: December 17, 2024
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Date of Delivery: December 17, 2024	Payment Term: 1.The Hotel requires 50% confirmation deposit on or before Nov. 29, 2024; Final actual bill for send bill arrangement, to be settled within 20 calendar days upon the receipt of the final SOA. (Bank to Bank)
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Stock No.	Unit	Description	c	Unit Cost	Amount
	Lot	<p>Lease of Venue with Catering Services (Food, and Tables and Chairs Set up) and Technical Equipments for OSG Year End Assessment Activity, inclusive of taxes, set-up, operator/marshals, and other charges:</p> <p><i>Event Place: The Manila Hotel Tent City</i> <i>Event Date: December 17, 2024, 5:00 p.m. - 11:00 p.m.</i> <i>No. of pax: 900 pax</i> Minimum Inclusion</p> <p>VENUE AND FACILITIES</p> <p>Venue Set Up Use of venue as follows: Early Ingress at 3:00am or earlier December 17, 2024 Event Proper 90 Round table Set up with Table Skirting (90 round tables for 900 persons) Flower centerpiece for each table for round table arrangement Namecards/Placecards for VIP Tables Stage and Dance Floor Set up Rostrum/Podium Registration Tables Wi-Fi connection (10-15 mbps shared with other hotel guest) Complimentary use of holding Room for the VIP - Champagne Salon Complimentary use of holding Room for the staff - Sampaguita Hall BC Others Requirements: a. Complimentary Parking tickets - 20 pcs b. Reserved Parking slot for the VIPs - 5 slots</p> <p>FOOD AND BEVERAGE</p> <p>Dinner Package Buffet Dinner for 900 persons (Menu as approved by the end-user) with one round of iced tea - One Kind of Soup - Four Kinds of Salad - One Kind of Pasta - One Chicken entrée - One Pork entrée - One Beef entrée - One Vegetable dish - Five Kinds of Dessert - Bread station</p> <p>Free-flowing Coffee or hot tea and water Others Requirements: a. Waived corkage fee for bringing in lechon baboy b. Plated service for 50 pax VIP</p>	1	Php 1,980,000.00	Php 1,980,000.00

Stock No.	Description	c	Unit Cost	Amount
	<p>TECHNICAL REQUIREMENTS</p> <p>Minimum Inclusion:</p> <p>One 9 x 12 ft. LCD screen with projector</p> <p>Basic Sound System (4 wireless Microphones, CD Player, Speaker)</p> <p><i>The following documents shall be deemed part and construed as part of this agreement:</i></p> <p>I. Contract</p> <p>II. Quotation</p> <p>III. RFQ</p> <p>IV. Other documents as may be required by laws</p>			
Total Amount in Words: One Million Nine Hundred Eighty Thousand Pesos Only				Php 1,980,000.00


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.

Very truly yours,

JESSICA L. CASTRO
 CAO, Administrative Division

EDITHA R. BUENDIA
 Director IV, HRMAS

Conforme: KRIZIA MARIE REYES
 (Signature over printed name)
NOV 26 2024
 (Date)

Funds Available: 
 ARIEL J. UBIÑA
 Chief Accountant

ALOBS: 02-101101-2024-11-780
 Amount: ₱ 1,980,000.00

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

CHRISTIAN D. BUAT
 Admin Assistant I, Administrative Division