

PURCHASE ORDER

Supplier: **CELLO RESTAURANT CRC CORPORATION**
 Address: 28 Jupiter St., cor, Astia St. Bel-Air, Makati City
 TIN: 238-814-336-00000
 Account No.: 002788009084
 Telephone: 8899-3108

P.O. # **024-12-216**
 Date: **December 12, 2024**

Bank: BDO Unibank, Inc. - BDO Bldg. Sen. Gil Puyat Ave. Makati City

Mode of Procurement: Lease of Venue

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

Delivery Term: **December 12, 2024**

Place of Delivery: **RJ Bistro, Lower Level, Dusit Thani Manila, 1223 EDSA Avenue, Makati City**

Payment Term: **Cash**

Date of Delivery: **December 12, 2024**

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
	Lot	<p>Lease of Venue for the Conduct of "Secretariat's Target-Setting and Planning Activity 2024", inclusive of taxes, services, and other charges:</p> <p>Event Title: "Secretariat's Target-Setting and Planning Activity 2024" Event Date: December 12, 2024, 06:00PM - 11:00PM Estimated no. of Pax: 40 pax</p> <p>General Specifications:</p> <p>Accessibility/Location: The venue must be within close proximity to the Office of the Solicitor General for efficient access of employee attendees to and from the venue. Space Requirement: The venue must accommodate at least 40 persons in a Banquet set-up. Light, Ventilation and Air-conditioning: The venue must have sufficient lighting and proper ventilation. Facilities: Sufficient space for participants to promote interaction and collaboration. The venue must have complete training facilities such as tables, chairs, projector, microphones, basic sound system. The venue must have internet connectivity for the attendees. The venue must have a steady supply of water for hand washing and toilet. The venue must have a steady supply of water for hand washing and toilet use.; Health and Security: The venue must have clearly visible fire escapes and firefighting equipment. Parking Space: The venue must have parking spaces readily available for attendees. Emergency Response: The venue must be near a police station and/or fire station. Others: The venue must be structurally sound, well-maintained, and attractive.; Other Amenities: AV tech specialist on site; Basic Lights and Sound with at least two (2) wireless microphones; internet connectivity; Set-up should also have an elevated stage and activity floor.</p> <p><i>Note: Supplier must allow ocular visit. Supplier must provide option for rescheduling or modification due to possible change in quarantine levels or agency announcement.</i></p> <p><i>The following documents shall be deemed part and construed as part of this agreement:</i></p> <p>I. Contract II. Quotation III. Other documents as may be required by laws</p>	1	Php 60,000.00	Php 60,000.00
Total Amount in Words: Sixty Thousand Pesos Only					Php 60,000.00


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, HRMAS

Conforme:


 (Signature over printed name)
 12/12/2024
 (Date)