

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

PURCHASE ORDER

Supplier: **DIANNE KHU EVENTS DESIGN SERVICES**
 Address: Paranaque City
 TIN: 208-781-330-000
 Account No.: 2599038054
 Telephone: 0917-5445565

Bank: BPI - Ayala Triangle Makati City
 Email: diannekhudesigns@gmail.com

P.O. # **024-12-219**
 Date: December 16, 2024
 Mode of Procurement:
 Small Value Procurement

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

Place of Delivery: Manila Hotel - Ermita, Manila
 Date of Delivery: December 17, 2024


Delivery Term: December 17, 2024
 Payment Term: CASH

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
	lot	<p>PROCUREMENT OF SERVICE OF A VENUE DESIGNER AND STYLIST FOR THE OSG'S YEAR END ASSESSMENT ACTIVITY (YEAA) FOR 2024, INCLUSIVE OF TAXES, SET-UP, OPERATOR/MARSHALS, AND OTHER CHARGES:</p> <p>Event Date: December 17, 2024 Delivery Address: Manila Hotel Tent City, Rizal Park, Ermita, Manila Estimated No. of attendees: 800-900 person</p> <p>I. PROJECT DESCRIPTION The Office of the Solicitor General (OSG) intends to procure the services of an external supplier-venue Designer and Stylist to transform the venue (800-900 pax) to be leased by the OSG into a thematic venue that would complement this year's theme. "Howdy OSG! on December 17, 2024</p> <p>II. MINIMUM TECHNICAL SPECIFICATIONS/INCLUSIONS SCOPE OF SERVICES</p> <p>1. The Venue Designer and Stylist is expected to develop and create an overall venue design that adheres to the main concept created by the OSG YEAA Committee: Howdy, OSG! A Year End Assessment Activity that features vibe from unique Old West style, from 19th century, Wild West.</p> <p>Listed below are areas within the venue to be leased by the OSG that are subject for Venue Styling/Enhancement.</p> <p>a. Entrance: Decorate the entrance to the event venue according to the thematic design to include masking of old west style elements that will enclose a pathway at the arrival area leading to the main venue which will create a provision of an Arch and/or Panels with 2D and semi-3D thematic elements.</p> <p>b. LED Wall: LED Framing on plywood incorporating side panels with 2 pieces of 8.5" x 4" thematic elements.</p> <p>c. Booth: At least two (2) game booths with 8" x 8" theme and a saloon bar and / or wild west backdrops</p> <p>d. Photo Wall: Photo Wall Provision with 8 x 16 Backdrop panel; combination of 2D and Semi-3D thematic elements.</p> <p>2. The required thematic design and necessary provision must be ready by 10:00 AM on December 17, 2024.</p> <p>3. Transportation and all logistical expenses of the equipment and crew meals should be covered by the quoted price.</p> <p>4. The onsite staff shall at least consist of the following: a. Principal designer (and assistant if needed) b. Team of Stylists c. Others, as may be necessary, shall be coordinated with the YEAA committee.</p> <p>5. The service provider must also provide the following (if applicable and necessary). a. Venue set up and dismantling</p>	1	Php 234,000.00	234,000.00

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		<p>b. Identification of materials c. Lighting and AV equipment if needed d. Haze/smoke/fog machines and other special effects e. Other technical requirements if needed.</p> <p>6. The service provider must be able to produce and execute the appropriate graphical designs/render/design structure complement before the event and be able to submit the render of design to the YEAA Committee.</p> <p>III. OTHER REQUIREMENTS</p> <p>1. Mobilization, delivery, installation, and demobilization of the required equipment. 2. Supplier must ensure that all the equipment to be used should be compatible with the facilities of the event venue to be leased by the OSG, if applicable. 3. The design should be for the entire duration of the event, excluding the ingress and times allowable by the event venue. Any additional charges due to extension on the no. of hours of program, should be properly coordinated with the authorized representative of the YEAA Committee for approval. 4. Supplier must coordinate with the venue regarding any requirements (i.e. power and/or connection of equipment, if any). All necessary cables and connections shall be provided by the supplier.</p> <p><i>The following documents shall be deemed to form & construed as part of this agreement</i></p> <p><i>I. Quotation</i> <i>II. Request for Quotation</i> <i>III. Other documents as may be required by law</i></p>			


Total Amount in Words: **TWO HUNDRED THIRTY FOUR THOUSAND PESOS ONLY** Php **234,000.00**

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)
Dec. 17, 24

(Date)

Very truly yours,

JESSICA L. CASTRO
CAO, Administrative Division

EDITHA R. BUENDIA
Director IV, HRMAS

Funds Available: ALOBS: _____
Amount: _____

ARIEL J. UBIÑA
Chief Accountant

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

CHRISTIAN D. BUAT
Admin Assistant I, Administrative Division