

PURCHASE ORDER

Supplier: PHILIPPINE PLAZA HOLDINGS, INC.	P.O. # 024-05-064
Address: CCP Complex, Roxas Boulevard, Pasay City	Date: May 27, 2024
TIN: 000-307-234-000	Mode of Procurement: Lease of Venue
Account No.: 3133-2428-63	
Bank: BPI - V. Cruz Corner Maytubig Street	
Telephone: +63 2 8573 5555	Email: Cynthia.ESTEBAN@sofitel.com / Faith.RAMOS@sofitel.com

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

Place of Delivery: SOFITEL PLAZA MANILA PHILIPPINES	Delivery Term: June 7, 2024
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Date of Delivery: June 7, 2024	Payment Term: 50% down payment prior to the event date; Remaining 50% to be settled on or before June 30, 2024 (Bank to Bank)
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Stock No.	Unit	Description	Qty.	Unit Cost	Amount
	Lot	<p>Lease of Venue with Catering Services (Food, and Tables and Chairs Set up) and Technical Equipments for OSG Anniversary Celebration, inclusive of taxes, set-up, operator/marshals, and other charges:</p> <p><i>Event Place: Grand Plaza Ballroom, Sofitel Philippine Plaza Manila</i> <i>Event Date: June 7, 2024, 4:00 p.m. - 10:00 p.m.</i> <i>No. of pax: 850 pax</i> Minimum Inclusion</p> <p>VENUE AND FACILITIES</p> <p>Venue Set Up</p> <p>Use of venue as follows: Early Ingress at 12:00am of June 7, 2024 Event Proper 85 Round table Set up with Table Skirting (85 round tables for 850 persons) Themed Centerpiece Stage and Dance Floor Set up Red Carpet Registration Tables at the Foyer Use of Plasma TVs for the Event Signage Provision for VIP Chairs on stage Three (3) Holding Rooms for VIPs and Entertainers Others Requirements: a. Complimentary parking spaces based on 10% of guaranteed guests</p> <p>FOOD AND BEVERAGE</p> <p>Dinner Package</p> <p>Buffet Dinner for 750 persons (Menu as approved by the end-user) Plated 4-course meal for VIPs for maximum of 100 persons (Menu as approved by the End-User) Afternoon Tea for 850 pax Free-flowing Coffee and Tea One Round of non-alcoholic drink during dinner (choice of iced tea, sodas and chilled juices) Others Requirements: a. Entry and consumption of Roast Beef and Pork Lechon is allowed b. Uniformed waiters and plating service for the VIPs</p> <p>TECHNICAL REQUIREMENTS</p> <p>Minimum Inclusion:</p> <p>Professional Audio and Lighting System Hanging Truss & Vertical Truss for Lighting One (1) Generator Set with Fuel Communication Headset Band or DJ Equipment Five (5) units of LED Walls with Estimated Size 9ft x 12ft Two (2) units of Floor Monitors</p>	1	Php 3,298,500.00	Php 3,298,500.00

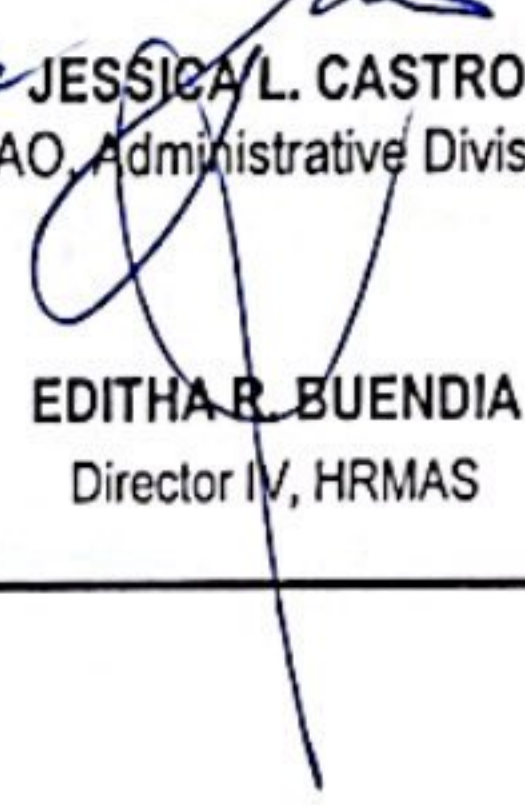
Stock No.	Unit	Description	Qty.	Unit Cost	Amount
		Video Coverage and Photowall Mounting Services Minimum Inclusion: Recording of event highlights Same Day Edit which should be turned over before the conclusion of the program for review Mounting of Photowall Lighting System for the Photowall <i>The following documents shall be deemed part and construed as part of this agreement:</i> I. Contract II. Quotation III. Menu IV. Other documents as may be required by laws			
Total Amount in Words: Three Million Two Hundred Ninety Eight Thousand Five Hundred Pesos Only					Php 3,298,500.00

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: 
Cynthia T. Esteban
(Signature over printed name)
May 31, 2024
(Date)


JESSICA L. CASTRO
CAO, Administrative Division


EDITHA R. BUENDIA
Director IV, HRMAS

Funds Available:

ALOBS: 02-102101-2024-05-057

Amount: ₱ 3,298,500.00


ARIEL J. USINA
Chief Accountant