

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

PURCHASE ORDER

Supplier: SM PRIME HOLDINGS INC.	P.O. # 025-05-075
Address: Seashell Drive, Mall of Asia Complex, Pasay City	Date: May 22, 2025
TIN: 003-058-789-000	
Account No.: 006280350486	Bank: BDO Unibank Inc. (Bldg. One E-Com Center Branch)
Telephone: 8527-0011 local 1275	Email: kirstin.francia@smxccc.com.ph
	Mode of Procurement: Lease of Venue

Gentlemen:

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

Place of Delivery: SMX Convention Center Manila	Delivery Term: June 11, 2025
	Payment Term: 50% prior to the event date; Final actual bill upon issuance of Certificate of Completion and Acceptance from end-user (Bank to Bank)
Date of Delivery: June 11, 2025	

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	<p>Lease of Venue with Catering Services (Food and Beverage Package with Banquet Set-up) Inclusive of Taxes, Set-up, Operators/Marshals, and Other Charges</p> <p><i>Event: OSG 124th Anniversary</i> <i>Date: June 11, 2025</i> <i>Estimated Guests: 750 pax</i></p> <p>1. VENUE AND FACILITIES</p> <p>Capacity & Set-up</p> <ul style="list-style-type: none"> Must be able to accommodate at least 750 guests banquet-style (70-75 round tables). Use of venue for at least 6 hours, excluding 12 hours ingress and at least 2 hours egress. Must be able to complete the set-up in the afternoon of June 11, 2025, and must dismantle the set-up after the event. <p>Location</p> <ul style="list-style-type: none"> Within ~7 km from OSG Office (134 Amorsolo St., Legaspi Village, Makati City). Easily accessible via land travel. <p>Venue Features</p> <ul style="list-style-type: none"> Structurally sound, well-maintained, air-conditioned. Two (2) holding rooms for VIPs/Committee. Lobby area for registration with tables/chairs and plasma TVs for event signage. Adequate lighting, ventilation, and basic audio-visual: <ul style="list-style-type: none"> Mixing console Wireless microphones Projector screen Podium with gooseneck mic Stage panels/platforms at least 16 x 24 ft Banquet set-up with themed centerpieces. Beverage stations. Supported by at least one generator set (with fuel). <p>Parking & Accessibility</p> <ul style="list-style-type: none"> Minimum of five (5) complimentary parking slots. Must be near establishments or in areas with parking spaces for buses and other vehicles of employees. <p>Health, Security & Safety</p> <ul style="list-style-type: none"> Must have: <ul style="list-style-type: none"> Fire escape plan Fire exits and extinguishers First aid kit or infirmary Front desk & 24/7 security CCTV surveillance On-site security & maintenance during full duration Near Police or fire station. <p>Other Venue Provisions</p> <ul style="list-style-type: none"> Must allow outsourced suppliers (for lighting/sound upgrades). Must be transparent regarding any additional charges. Must allow entry of outside food and drinks (e.g., lechon, roast beef, alcoholic/non-alcoholic beverages). Must allow rescheduling or modifications based on announcements by the National Government, the Solicitor General, or the OSG. 	1	Php 2,252,500.00	Php 2,252,500.00

Stock No.	Unit	Description	Quantity	Unit Cost	Amount						
		<p>2. FOOD AND BEVERAGE</p> <p>Buffet Dinner for 750 pax</p> <p>Menu must be approved by the OSG and must include:</p> <ul style="list-style-type: none">• Appetizer: Roasted Chicken with Triple Cheese Pimiento Plate• Soup Station: Potato and Corn Chowder• Salad Station: Greek Salad with Mango Balsamic Vinaigrette with Parmesan Cheese<ul style="list-style-type: none">◦ Dressings: ½ Mustard, ½ Vinaigrette• Entrées:<ul style="list-style-type: none">◦ Roast Beef Belly with Mushroom Sauce and Potato Wedges◦ Hickory Slow-Roast Pork Belly◦ Roast Iberian Chicken◦ Parmesan-Crusted Fish with Mango Bell Pepper Salsa• Pasta: Mexican Pasta Bake• Vegetable: Lumpiang Hubad• Rice: Steamed Rice• Desserts: Tiramisu Shots and Salted Caramel Tres Leches• Beverage Station <p>Additional Food Services</p> <ul style="list-style-type: none">• Plated meals for VIPs.• Free brewed coffee, tea, purified water.• Must provide:<ul style="list-style-type: none">◦ Uniformed and trained waiters◦ Adequate service staff <p>Other Catering Requirements</p> <ul style="list-style-type: none">• Must allow food and beverage tasting prior to event.• Must present mock-up banquet set-up for approval.• Must allow adjustments to the guest count at least one (1) week prior to the event.• Must provide a sample menu.• Must accommodate ocular inspections by OSG. <p>COST BREAKDOWN:</p> <table><tr><td>Lease of Venue with Catering Services:</td><td>₱2,212,500.00</td></tr><tr><td>Security Deposit*:</td><td>₱40,000.00</td></tr><tr><td>TOTAL:</td><td>₱2,252,500.00</td></tr></table> <p><i>The following documents shall be deemed part of and construed as part of this agreement:</i></p> <ul style="list-style-type: none"><i>I. Quotation</i><i>II. RFQ</i><i>III. Chosen Menu</i><i>IV. Other documents as may be required by law</i>	Lease of Venue with Catering Services:	₱2,212,500.00	Security Deposit*:	₱40,000.00	TOTAL:	₱2,252,500.00			
Lease of Venue with Catering Services:	₱2,212,500.00										
Security Deposit*:	₱40,000.00										
TOTAL:	₱2,252,500.00										
Total Amount in Words:		TWO MILLION TWO HUNDRED FIFTY TWO THOUSAND FIVE HUNDRED PESOS ONLY			Php 2,252,500.00						

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.

Conforme:

KIRSTIN FRANCIA

(Signature over printed name)

3 JUNE 2025

(Date)

Very truly yours,

JESSICA L. CASTRO
CAO, Administrative Division

EDITHA R. BUENDIA
Director IV, HRMAS

Funds Available:

ARIEL J. UBINA
Chief Accountant

ALOS: **02-10101-2025-05-292**

Amount: **₱ 2,252,500.00**

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

MARIJOIE V. CASTILLO
Admin Officer IV, Administrative Division