

28 FEB 2025

PURCHASE ORDER

Supplier: PHILIPPINE INTERNATIONAL CONVENTION CENTER, INC.	P.O. # 025-02-034 <i>YCT/v 314</i>
Address: Philippine International Convention Center Complex, Pasay City	Date: February 26, 2025
TIN: 001-114-766-000	Mode of Procurement:
Account No.: 3752-1000-03	Agency to Agency
Tel No. 8789-4789	
Bank: GSIS Banking Center, GSIS Building Pasay	
Email: sgjunio@picc.gov.ph	

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

Place of Delivery: PICC, CCP Complex Bldg., Roxas Blvd., Brgy. 076, Pasay City	Delivery Term: March 4, 2025 at specified time.
Date of Delivery:	Payment Term: w/in 30 days upon receipt of invoice and upon Issuance of Certificate of Completion (Bank to Bank)

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
	lot	<p>LEASE OF VENUE WITH FOOD AND BEVERAGES FOR THE CONDUCT OF SINAG: PAGKILALA SA GALING AT HUSAY AT SA MGA HABI NG TAGUMPAY (2024 OSG PRAISE AWARDING CEREMONY), INCLUSIVE OF TAXES, SERVICES, DELIVERY, OPERATION/MARSHALS, AND OTHER CHARGES.</p> <p><i>Event Date: March 4, 2025; 4:00pm to 8:00pm</i> <i>Event Place: Summit Hall C & D (Agoncillo Halls)</i> <i>Summit Hall E & F (Del Pilar Halls)</i> <i>Estimated No. of Pax: 625 pax</i></p> <p>General Specifications: Venue <u>Accessibility/Location:</u> The venue must be accessible to Office of the Solicitor General via land travel (within 10km radius from OSG). <u>Space Requirement:</u> The venue must accommodate at least 625 pax with a combination of theater, rectangular and cocktail tables setup. Actual with aircon: 4:00pm to 8:00pm Summit Hall C & D Ingress Time: 4:00am to 12:00nn for Summit Hall C & D Egress Time: 8:00pm to 11:00pm for Summit Hall C & D Actual with aircon: 5:30pm to 7:30pm Summit Hall E & F Ingress Time: 1:30pm to 5:30pm for Summit Hall E & F Egress Time: 7:30pm to 10:30pm for Summit Hall E & F <u>Light, Ventilation and Air-conditioning:</u> The venue must have sufficient lighting and proper ventilation. <u>Facilities:</u> The venue must have an awarding ceremony theater and provision for merienda cena room with complete facilities such as tables, chairs, podium, at least three (3) wired microphones, basic lights and sound system and preferably with internet/wifi availability/connectivity for the attendees. The venue must have a steady supply of water for hand washing and toilet use. <u>Health and Security:</u> The venue must have clearly visible fire escapes and firefighting equipment. <u>Parking Space:</u> The venue must have at least 5 reserved parking spaces or near parking are that is readily available for attendees; The venue should have a roadway access/nearby drop off point that can accommodate the OSG Bus which will shuttle the employees to and from the venue. <u>Emergency Response:</u> The venue must be near a police station and/or fire station. <u>Others:</u> The venue must be structurally sound, well-maintained and attractive. <u>Other Amenities:</u> Engineering and Janitorial Services; Sign Stands; and can Cater Food.</p> <p>Food (Good for 625 pax): Managed Buffet Merienda Cena - Minimum Inclusion: Each person should have at least a serving of: - Bam-I Guisado with Shrimps & Veggies; - Chicken Inasal in Skewers; - Tuna & Beef Empanaditas; - Petite Fresh Vegetable Lumpia; - Coconut Panna Cotta with Mango & Laitik; - Pili Nut Daquiose; - Served with Sago Gulaman; and</p>	1	Php 689,750.00	Php 689,750.00

- Coffee/Tea Service
Note: No pork ingredients for all dishes
 Serving Time: On or before :3:30pm
 Other Requirements:
 * One round coffee service

Quality:
 Delicious; Meals are prepared in proper, hygienic and safe place; Big Serving; Spill-free; Freshly made (not spoiled); Delivered at specified time,

Supplier should warrant the agency that in case of spoilage and not good quality meals, they will replace the same immediately.

Cost Break Down:
 Lease of Venue Php 140,750.00
 Food and Beverages 500,000.00
 Security Deposit* 49,000.00
TOTAL Php 689,750.00


*Security Deposit is allowed for possible extension of lease period, power charges for any technical equipment to be brought inside PICC, additional food and beverages that is excluded in the contract and other additional charges stipulated in the Contract. Refundable to the extent not utilized.

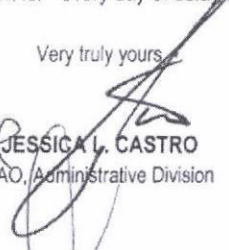
Note: Supplier must provide option for rescheduling or modification due to possible change in quarantine levels or agency announcement.

The following documents shall be deemed to form & construed as part of this agreement:
 i. Contract
 ii. Quotation
 iii. Other documents as may be required by laws


Total Amount in Words: **SIX HUNDRED EIGHTY NINE THOUSAND SEVEN HUNDRED FIFTY PESOS ONLY** Php 689,750.00

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: 
Nicolette Ann P. Cruz.
 (Signature over printed name)
 March 4, 2025
 (Date)

Very truly yours,

JESSICA L. CASTRO
 CAO, Administrative Division

EDITHA R. BUENDIA
 Director IV, HRMAS

Funds Available: ALOBS: 02-101101-2025-02-102

ARIEL J. UBIÑA
 Chief Accountant Amount: ₱ 689,750.00