

**PURCHASE ORDER**

Supplier: <b>NATIONAL COMMISSION FOR CULTURE AND THE ARTS</b> <b>FAO: NCCA (METROPOLITAN THEATER)</b>	P.O. # <b>024-02-027</b> Date: <b>February 2, 2024</b>
Address: 633 General Luna st., Intramuros, Manila, 1002	<b>Mode of Procurement:</b> Lease of Venue/ Agency to Agency
TIN: 000-807-048-000	
Account No.: 0012-1185-70 Telephone: 527-2192	

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

Place of Delivery: <b>OFFICE OF THE SOLICITOR GENERAL</b>	<b>Delivery Term:</b> February 6, 2024 at specific time
Date of Delivery:	<b>Payment Term:</b> Full Payment before the event

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
	Lot	<p><b>Lease of Venue for Sinag Awarding Ceremony, Inclusive of VAT, service charge and other charges:</b></p> <p><i>Event Title: SINAG: A Recognition of Continuing Legal Excellence and Stellar Service</i></p> <p><i>Event Date: February 6, 2024</i></p> <p><i>Estimated No. of Pax: 500 - 700 pax</i></p> <p><i>Use of Venue, with schedule as follows:</i></p> <p><i>Theater 02:00AM - 02:00PM: Ingress</i>  <i>02:00PM - 06:00PM: Event Proper</i>  <i>06:00PM - 11:00PM: Egress</i></p> <p><i>Ballroom 08:00AM - 03:00PM: Ingress</i>  <i>03:00PM - 08:00PM: Event Proper</i>  <i>08:00PM - 11:00PM: Egress</i></p> <p><b>General Specifications:</b></p> <p><b>Venue</b></p> <p>Accessibility/Location: The venue must be accessible to Office of the Solicitor General via land travel for efficient access of employees to and from the venue.</p> <p>Space Requirement: The venue must accommodate at least 500 persons.</p> <p>Light, Ventilation and Air-conditioning: The venue must have sufficient lighting and proper ventilation.</p> <p>Facilities: The venue must have a wide space or meeting facilities with chairs. The venue is preferably to have internet/wifi availability/connectivity for the attendees</p> <p>Health and Security: The venue must have clearly visible fire escapes and firefighting equipment; equipped of first aid kit (for emergency) or infirmary, and front desk and security. The venue must be properly sanitized, and preferably with daily disinfection to common areas.</p> <p>Parking Space: The venue should have a parking space or drop off point that can accommodate the OSG bus which will shuttle the employees to and from the venue</p> <p>Emergency Response: The venue must be near a police station and/or fire station, or at least equipped for emergency cases.</p> <p>Others: The venue must be structurally sound, well-maintained and attractive.</p> <p>Other Amenities required to be included:                      Basic Lights and Sounds System                      Use of Venue - Ballroom, Theater, Main Hall, and Courtyard</p> <p><i>The following documents shall be deemed to form &amp; construed as part of this agreement:</i></p> <ul style="list-style-type: none"> <li>&gt; Contract</li> <li>&gt; Quotation</li> <li>&gt; Other documents as may be required by laws</li> </ul>	1	Php 253,825.36	Php 253,825.36

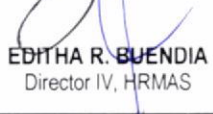
Total Amount in Words: **Two Hundred Fifty Three Thousand Eight Hundred Twenty Five Pesos and 36/100 Only** Php **253,825.36**

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: **CHRISTIAN JOHN FERRANO**  
 (Signature over printed name)  
**6 FEB 2024**  
 (Date)

  
**JESSICA E. CASTRO**  
 CAO, Administrative Division

  
**EDITHA R. BUENDIA**  
 Director IV, HRMAS

Funds Available:	ALOBS: _____
	Amount: _____
<b>ARIEL J. UBINA</b> Chief Accountant	