

PURCHASE ORDER

Supplier: <b>SM PRIME HOLDINGS INC.</b>	P.O. # <b>025-05-075</b>
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@smxcc.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: <b>SMX Convention Center Manila</b>	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: <b>June 11, 2025</b>	

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

Stock No.	Unit	Description	Quantity	Unit Cost	Amount						
		<p><b>2. FOOD AND BEVERAGE</b></p> <p><b>Buffet Dinner for 750 pax</b></p> <p>Menu must be approved by the OSG and must include:</p> <ul style="list-style-type: none"><li>• <b>Appetizer:</b> Roasted Chicken with Triple Cheese Pimiento Plate</li><li>• <b>Soup Station:</b> Potato and Corn Chowder</li><li>• <b>Salad Station:</b> Greek Salad with Mango Balsamic Vinaigrette with Parmesan Cheese<ul style="list-style-type: none"><li>◦ Dressings: ½ Mustard, ½ Vinaigrette</li></ul></li><li>• <b>Entrées:</b><ul style="list-style-type: none"><li>◦ Roast Beef Belly with Mushroom Sauce and Potato Wedges</li><li>◦ Hickory Slow-Roast Pork Belly</li><li>◦ Roast Iberian Chicken</li><li>◦ Parmesan-Crusted Fish with Mango Bell Pepper Salsa</li></ul></li><li>• <b>Pasta:</b> Mexican Pasta Bake</li><li>• <b>Vegetable:</b> Lumpiang Hubad</li><li>• <b>Rice:</b> Steamed Rice</li><li>• <b>Desserts:</b> Tiramisu Shots and Salted Caramel Tres Leches</li><li>• <b>Beverage Station</b></li></ul> <p><b>Additional Food Services</b></p> <ul style="list-style-type: none"><li>• Plated meals for VIPs.</li><li>• Free brewed coffee, tea, purified water.</li><li>• Must provide:<ul style="list-style-type: none"><li>◦ Uniformed and trained waiters</li><li>◦ Adequate service staff</li></ul></li></ul> <p><b>Other Catering Requirements</b></p> <ul style="list-style-type: none"><li>• Must allow food and beverage tasting prior to event.</li><li>• Must present mock-up banquet set-up for approval.</li><li>• Must allow adjustments to the guest count at least one (1) week prior to the event.</li><li>• Must provide a sample menu.</li><li>• Must accommodate ocular inspections by OSG.</li></ul> <p><b>COST BREAKDOWN:</b></p> <table><tbody><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><b>TOTAL:</b></td><td><b>₱2,252,500.00</b></td></tr></tbody></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"><li>I. Quotation</li><li>II. RFQ</li><li>III. Chosen Menu</li><li>IV. Other documents as may be required by law</li></ul>	Lease of Venue with Catering Services:	₱2,212,500.00	Security Deposit*:	₱40,000.00	<b>TOTAL:</b>	<b>₱2,252,500.00</b>			
Lease of Venue with Catering Services:	₱2,212,500.00										
Security Deposit*:	₱40,000.00										
<b>TOTAL:</b>	<b>₱2,252,500.00</b>										
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:		<p>Very truly yours,</p> <p> Kirstin Francia (Signature over printed name)</p> <p>JUN 03 2025 (Date)</p> <p> JESSICA L. CASTRO CAO, Administrative Division</p> <p> EDITHA R. BUENDIA Director IV, HRMAS</p>									
Funds Available:		ALOBS: 02-10101-2025-05-292		This is to certify that this procurement was posted at Philgeps in compliance with RA 9184.							
 ARIEL J. UBINA Chief Accountant		Amount: ₱ 2,252,500.00		 MARIJOIE V. CASTILLO Admin Officer IV, Administrative Division							