

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

Supplier: GREEN SUN HOTEL MANAGEMENT, INC. Address: 2285 Chino Roces Avenue Extension, Chino Roces Ave., Makati City TIN: 009-490-177-00000 Bank: Metropolitan Bank & Trust Company - Account No.: 634-7-634-02936-9 Pasong Tamo Extension Branch Telephone: (02) 8548-9200 Email Add: jeanne@greensun.com.ph	P.O. # 025-07-110 Date: July 29, 2025 Mode of Procurement: Negotiated Procurement - Small Value Procurement
Place of Delivery: <u>AXON, 2285 Chino Roces Avenue Extension, Chino Roces Ave., Makati City</u>	Delivery Term: Event Date as stated with specific time and place
Date of Delivery: <u>August 1, 2025</u>	Payment Term: Within 30 days upon issuance of Invoice and Certificate of Completion and Acceptance (Bank to Bank)

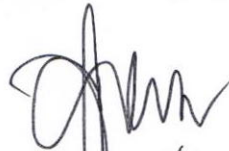
Stock No.	Unit	Description	Qty.	Unit Cost	Amount
	lot	LEASE OF VENUE WITH CATERING SERVICES FOR LIP 2025 GRADUATION CEREMONY, inclusive of taxes, service, delivery, and other charges: Event date: August 1, 2025 (1:00 - 5:00pm) Event Place: AXON No. of Pax: 150 pax General Specifications: A. Venue Accessibility/Location: The venue must be accessible to Office of the Solicitor General for efficient access of employees to and from the venue. Venue and Space Requirement: The venue must accommodate at least 150 persons. Light and Ventilation: The venue must have sufficient lighting and proper ventilation. Venue must be fully airconditioned. - 5 hour Event proper (air-conditioned) Health and Security: The venue must have a visible fire escapes and firefighting equipment, equipped of first aid kit (for emergency) or infirmary, and 24/7 front desk staff and security. The venue must be properly sanitized. - Dedicated Maintenance Support, Public Area Attendant and 1 Security Guard Rotation during Ingress, Event Proper and until Egress Parking Space: The venue should have a parking space that can accommodate the OSG buses which will transport the employees and interns to and from the venue, and parking slots for the VIP's. - Complimentary two (2) reserved parking slots Emergency Responses: The venue must be near a police station and/or fire station, or at least equipped for emergency cases. Others: The venue should be structurally sound, well-maintained and attractive. Inclusions for Venue with Food: - Allotted Ingress hours 1 hour before the event - Allotted Egress hours 1 hour after the event - Sounds - Player and Mixer: a. MIDAS M32R digital mixer - 1 unit b. Laptop for Playback music - 1 unit - Lights and Effects: a. 3watts LED lights - 16 units - Video: a. P3 Ledwall 9ft x 12ft with riser and video mixer - 1 set b. Amber white LED lights - 8 units c. Sharpy beam 200 moving heads - 4 units d. Smoke Machine - 1 unit - Speaker: a. AD 915 ACTIVE Speaker - 4 units b. AD Wedge Monitor Speaker - 2 units c. AD 918 subwoofer - 2 units - Microphones: a. Prostax SM58 wired mic - 2 units b. AMS wireless mic - 2 units - Podium and Platform Stage - Access to WIFI - Free Photobooth Access - Others: a. Mic cable - 1 lot b. Mic stand - 5 units c. Extension cords - 1 lot	1	Php 260,000.00	Php 260,000.00

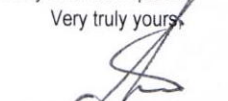
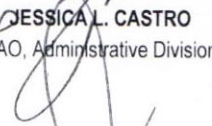
Stock No.	Unit	Description	Qty.	Unit Cost	Amount
		Food (Early Dinner): - Pilaf Rice - Bulalo Soup - Buttered Vegetable - Fish Fillet (Imelda) with Lemon Butter Sauce - Pot Roast Pork with Red Wine Sauce - Cajun Chicken - Mango Sago *Tables and chairs set-up (with table cloth/linen according to the event's theme) *Unlimited water in water dispenser/s *Free Flowing Coffee *Banquet Set-up *Assisted Buffet Meal and Dediacted Banquet Service *One (1) Round of House Blend Iced Tea *Food must be served fresh and hot. *Other chosen dish/es should have NO pork ingredients for Muslim participant.			
		Note: Supplier must provide option for rescheduling or modification and cancellation due to national/agency announcement.			
		The following documents shall be deemed to form and construed as part of this agreement: I. RFQ II. Quotation III. Menu IV. Other documents as may be required by laws			

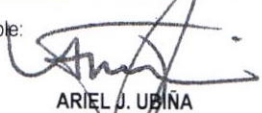
Total Amount in Words: **TWO HUNDRED SIXTY THOUSAND PESOS ONLY** Php 260,000.00

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: 
Renz Mark Villaverde
 (Signature over printed name)
AUG 11 4 2025
 (Date)


JESSICA L. CASTRO
 CAO, Administrative Division

EDITHA R. BUENDIA
 Director IV, HRMAS

Funds Available: 
ARIEL J. UBINA
 Chief Accountant

ALOPS: 02-101101-2025-07-422
 Amount: ₱260,000.00