

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

OFFICE OF THE SOLICITOR GENERAL
 RECEIVED
 OCT 28 2025
 355-23

Supplier: **HOTEL KIMBERLY, INC.** P.O. # 025-10-140
 Address: Crisanto M. Delos Reyes Avenue, Brgy. Kaybagal North, Tagaytay City Date: October 21, 2025
 TIN: 213-381-494-001 Bank: Landbank - Malate Mode of Procurement:
 Account No.: 003402-1030-77 Email Address: reservations@hotelkimberly.com N.P. Lease of Venue
 Telephone: (046) 483-8888

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

Place of Delivery: **Hotel Kimberly, Inc.** Delivery Term: Event dates as stated with specific time and place
C.M. Delos Reyes Avenue (formerly Amadeo Road),
Brgy. Kaybagal North, Tagaytay City

Date of Delivery: **Event dates specied below** Payment Term: Within 30 days upon receipt 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 THE CONDUCT OF GAD TRAINING, PLANNING AND BUDGETING , inclusive of set-up, technical staff, and other charges: Delivery Address: C.M Delos Reyes Avenue (formerly Amadeo Road) Brgy. Kaybagal North, Tagaytay City Event Date: October 22-24, 2025 No. of pax	1	Php 228,700.00	Php 228,700.00
			29		

General Specifications:
A. Venue
 Accessibility/Location: The venue must be accessible via land travel from the Office of the Solicitor General to ensure efficient transport for employees.
 Room and Space Requirements: The venue must accommodate at least 29 persons for a 3-day, 2-night stay.
 Light and Ventilation: The venue must have sufficient lighting and proper ventilation. Rooms must be fully-airconditioned.

ROOM ACCOMMODATION & PACKAGES

LIVE-IN PACKAGE:
 (Rooms, Meals and Venue included)

	Weekday Rates (Sun-Fri)	
Single Occupancy	PHP 5,450.00	net per person per night
Twin Sharing	PHP 3,500.00	net per person per night
Triple Sharing	PHP 2,900.00	net per person per night
Quadruple Sharing	PHP 2,700.00	net per person per night

(Rates applicable for a minimum of 20 persons & above)

- Inclusions:**
- Overnight Room Accommodation with Breakfast
 - AM & PM Snacks
 - Lunch with one(1) round of Iced tea
 - Dinner with one(1) round of Iced tea
 - Use of function room for nine (9) hours
 - Flowing Coffee or tea
 - Free Wi-Fi Access
 - Free use of hotel facilities such as swimming pool, game room equipped with table tennis, darts, billiards table, air hockey and bar, Gym & Fitness equipment
 - Rooms are *Run of the House (ROH)*.

COST BREAKDOWN:

Live In Package				
October 22-24, 2025				
1 Single Occupancy	PHP 5,450.00 net/pax/night	x 1 pax	x 2 night/s	= PHP 10,900.00
11 Twin Sharing	PHP 3,500.00 net/pax/night	x 22 pax	x 2 night/s	= PHP 154,000.00
2 Triple Sharing	PHP 2,900.00 net/pax/night	x 6 pax	x 2 night/s	= PHP 34,800.00
Live Out Package				
October 24, 2025				
	PHP 1,000.00 net/pax/day	x 29 pax	x 1 day/s	= PHP 29,000.00

- Health and Security:**
- Clearly marked fire escapes and firefighting equipment.
 - First aid kit or infirmary.
 - 24/7 front desk staff and security personnel.
 - Proper sanitation, with daily disinfection of common areas preferred.
- Emergency Response:** The venue must be near a police station and/or fire station.

Others: The venue should be structurally sound, well-maintained and attractive.

Other requirements to be included:

- Function room
- Pads and pens
- Flipchart with marker
- Whiteboard with marker
- Iced water and mints
- Basic sound system
- Microphone (2)
- LCD Projector

OFFICE OF THE SOLICITOR GENERAL
RECEIVED
 29 OCT 27 2025
 BUDGET DIVISION
 By: *[Signature]* 7:00 am

Note: Supplier must provide option for rescheduling, and/or modification due to national/agency announcement.

The following documents shall be deemed to form and construed as part of this agreement:

- I. Quotation
- II. RFQ
- III. Other documents as may be required by laws

Total Amount in Words: **TWO HUNDRED TWENTY EIGHT THOUSAND SEVEN HUNDRED PESOS ONLY** Php **228,700.00**

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:

Inah Anitua

(Signature over printed name)

Oct. 22, 2025

(Date)

Jessica L. Castro
JESSICA L. CASTRO
CAO, Administrative Division

Editha R. Buendia
EDITHA R. BUENDIA
Director IV HRMAS

Funds Available:

Ariel J. Ubina
ARIEL J. UBINA
Chief Accountant

ALOB:

02-10101-2025-10-620

Amount:

₱ 228,700.00