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

PURCHASE ORDER

Supplier:	**SHERCON HIWOOD CORP.**		**P.O. # 026-06-065**
Address:	Purok 6, Brgy. San Sebastian, Mataas na Kahoy, Batangas		**Date: June 1, 2026**
TIN:	009-439-608-00000		**Mode of Procurement**:
Account No.:	6391018888	Bank: LBP - Lipa Big, Ben Branch	Lease of Real Property or Venue
Telephone:	0975-0216619	Email: teambuilding@sherconresort-ecologypark.com	

Gentlemen:

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

Place of Delivery:	**Mataas na Kahoy, Batangas**	**Delivery Term:** June ~~4~~, 2026 q
Date of Delivery:	**June ~~4~~, 2026** q	**Payment Term:** within 30 days upon receipt the Invoice and Certificate of Completion and Acceptance. **(Bank to Bank)**

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
1	lot	**Lease of Venue (with Team Building Facilitator and Catering Services) for the 2026 LIP Team Building Activity** *Inclusive of set-up, operators/marshals, and other charges* Event Date: June 4-5, 2026 No. of Pax: 70 pax **General Specifications** **A. Venue** **Accessibility and Parking Space:** The venue must be accessible via land travel. The venue should have parking space that can accommodate two (2) OSG buses. **Room and Space Requirements:** The accommodation shall be for two (2) days and one (1) night. The venue must accommodate at least seventy (70) persons. The venue must have sufficient lighting and proper ventilation. Rooms must be air-conditioned. **Facilities:** The venue must have a spacious area for team building activities, swimming pool/s, a function hall for meetings and social activities, and a designated dining area for seventy (70) persons. **Health and Security:** The venue must be properly and regularly sanitized. The venue must have visible fire exits and firefighting equipment, a first aid kit, emergency responders, and 24/7 front desk staff and security personnel. The venue must be equipped and prepared for emergency situations. **Others:** The venue must be structurally sound and well-maintained. **Other Amenities Required to be Included:** 1. Function Hall/Meeting Room, pavilions, and outdoor amenities for two (2) days' use 2. Basic sound system with microphone during the 2-day activity 3. Projector and projection screen during social activities 4. Tables and chairs set-up 5. Wi-Fi/Internet connectivity **B. Team Building Facilities with Facilitator/Organizer Facilitation Services:** Facilitation of all activities, including seminar-workshops, team building coordinators, assistant facilitators, marshals, and **C. Food Requirements and Catering Services/Set-up** 1. Tables and chairs set-up for 70 pax 2. Unlimited water through water dispenser/s 3. Free-flowing coffee 4. Managed buffet set-up with server/s 5. Meals Covered: • Day 1: Lunch, PM Snacks, Dinner • Day 2: Breakfast, Lunch	1	Php 241,640.00	Php 241,640.00

Minimum Requirements:

Day 1 (June 4, 2026) with Free-flowing Coffee

- Lunch shall include:
  - Steamed Rice
  - Barbecued Fried Chicken
  - Fish Fillet with Sweet and Sour Sauce
  - Chopsuey
  - Turones
  - Iced Tea
  - Fruit Juice
  - Service Water
- PM Snack shall include:
  - Lomi
  - Iced Tea
  - Fruit Juice
  - Service Water
- Dinner shall include:
  - Steamed Rice
  - Beef Nilaga
  - Cordon Bleu
  - Macaroni Soup
  - Mazapan Sweets
  - Iced Tea
  - Fruit Juice
  - Service Water

Day 2 (June 5, 2026)

- Breakfast shall include:
  - Fried rice
  - Egg
  - Corned Beef
  - Longganisa
  - Free-flowing Coffee
  - Service Water
- Lunch shall include:
  - Steamed Rice
  - Homestyle Fried Chicken
  - Fan-Fried Fish Fillet with Tartar Sauce
  - Chicken Vegetable Soup
  - Fresh Fruits
  - Iced Tea
  - Fruit Juice
  - Service Water

Note:
The supplier must allow an ocular visit for inspection of the venue. The supplier must also provide an option for rescheduling or modification due to national or agency announcements.

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

I. RFQ
II. Quotation
III. Chosen menu
IV. Other documents as may be required by law

Total Amount in Words:	**TWO HUNDRED FORTY ONE THOUSAND SIX HUNDRED FORTY PESOS ONLY**	**Php 241,640.00**

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:

JERVIE ANN BALANTAC
Office Manager
Shercon Resort and Ecology Park
(Signature over printed name)
6/4/2026
(Date)

JESSICA L. CASTRO
CAO, Administrative Division

EDITHA R. BUENDIA
Director IV, HRMAS

Funds Available:

ARIEL J. UBIÑA
Chief Accountant

ALOBS: 02-10110-2026-06-275
Amount: ₱241,640.00

This is to certify that this procurement was posted at Philgeps in compliance with RA 12009.

CHRISTIAN D. BUAT
ADAS I