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

PURCHASE ORDER

Supplier:	**DEPARTMENT OF TOURISM - INTRAMUROS ADMINISTRATION (DOT-IA) (for the Account of: INTRAMUROS ADMINISTRATION- REVOLVING FUND)**	**P.O. #**	**026-06-070**
Address:	5th Floor, Palacio del Gobernador Building cor. of General Luna Street and A. Soriano Avenue (Aduana Street), Intramuros, Manila	**Date:**	June 8, 2026
TIN:	001-114-293-000	**Mode of Procurement:**	Agency to Agency
Account No.:	0012107412 Bank: LBP - Intramuros Manila Branch		
Tel No.	8527-3096 Email: business@intramuros.gov.ph		

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

Place of Delivery: **OFFICE OF THE SOLICITOR GENERAL**	**Delivery Term:** June 10, 2026 at specified time.
Date of Delivery:	**Payment Term:** w/in 30 days upon receipt of invoice and upon Issuance of Certificate of Completion (Bank to Bank)

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
	lot	**Lease of Venue for the Conduct of the 2026 OSG 125th Anniversary, inclusive of taxes, set-up, operator/marshals, and other charges:** *Event Date: June 10, 2026; 4:00 pm to 8:00 pm* *Actual Time with Aircon: 2:00 pm to 8:00 pm* *Ingress Time: 3:00 am to 4:00 pm* *Egress Time: 8:00 pm to 10:00 pm* **General Specifications:** **Vanue** Accessibility/Location: The venue must be accessible to Office of the Solicitor General via land travel (within 10km radius from OSG). Space Requirement: The venue must accommodate at least 900 persons in a round table set-up with 10 persons in a table.; The venue should be airconditioned and must have good lighting inside. In addition, it can comfortably seat 800—900 persons in a banquet-style or arranged in round tables with linens and centerpieces; Facilities: The venue must have basic lights and sounds system with at least four (4)) wired microphones. The venue is preferably to have internet/wifi availability/ connectivity for the attendees; The venue must have a steady supply of water for hand washing and toilet use; Health and Security: The venue must have clearly visible fire escapes and firefighting equipment; The venue must be structurally sound, well-maintained and attractive; Parking Space: The venue should have a parking area that can accommodate at least one hundred fifty (150) vehicles including five (5) OSG Buses. Moreover, the venue provider should be willing to grant complimentary parking to at least 10% of the total number of attendees; The venue should have a roadway access/nearby drop off point that can accommodate the OSG bus which will shuttle the employees to and from the venue; Emergency Response: The venue must be near a police station and/or fire station. Other Amenities: Basic Lights and Sounds System; LED Wall; Dressing Room; Engineering Services; Janitorial Services; and Wifi Connection. *Note: The Service Provider must provide option for rescheduling, modification and cancellation based on the National Government and/or the OSG's announcement.*	1	Php 320,000.00	Php 320,000.00

OFFICE OF THE SOLICITOR GENERAL
RECEIVED
15 JUN 2026
BUDGET DIVISION
By:

		The following documents shall be deemed to form & construed as part of this agreement: *i. Request for Quotation* *ii. Quotation* *iii. Other documents as may be required by laws*			
Total Amount in Words:		**THREE HUNDRED TWENTY THOUSAND PESOS ONLY**			**Php 320,000.00**

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,

JESSICA L. CASTRO
CAO, Administrative Division

Conforme:

GIDEON A. BETITO
(Signature over printed name)

10 JUN 2026
(Date)

EDITHA R. BUENDIA
Director IV, HRMAS

Funds Available:

ARIEL J. UBIÑA
Chief Accountant

ALOBS: 02-101101-2026-06-280

Amount: ₱320,000.00