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

PURCHASE ORDER

OFFICE OF THE SOLICITOR GENERAL
RECEIVED
22 JUN 2026
FINANCIAL MANAGEMENT SERVICE
By: 1:57

Supplier:	**MAKATI DIAMOND RESIDENCES**	**P.O. #**	**026-06-071**
	For the Account of: SMPI MAKATI FLAGSHIP REALTY CORP.	**Date:**	June 17, 2026
Address:	118 Legaspi Cor. Gallardo St., San Lorenzo, Makati City		
TIN:	007-108-878-000	**Mode of Procurement:**	Lease of Venue
Account No.:	0064-001-492-94 Bank: BDO - Paseo de Roxas Branch		
Telephone:	+632 5317 0999 local 1509 | +632 5317 0977		

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

Place of Delivery: **MAKATI DIAMOND RESIDENCES**	**Delivery Term:** June 17-20, 2026 at specific time
Date of Delivery:	**Payment Term:** Send bill arrangement right after the check-out of the guests (Bank to Bank)

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
1	Lot	**Procurement of Lease of Venue "Hotel Accommodation" with Catering Services (food and beverage package with u-shape and meeting or classroom style set-up) for the conduct of Case Conference Sessions, inclusive of taxes, set-up, waitstaff/service personnel, and other charges:** *Hotel: Makati Diamond Residences* *Location: Legaspi Street, Legazpi Village, Makati City* *No. of pax: 40 pax* General Specifications: **A. VENUE AND FACILITIES** Space Requirements: The venue must be able to accommodate forty (40) pax with room requirements of at least Deluxe Room/Single Occupancy from June 17 to 19, 2026 (3 days and 2 nights) with function/conference room which should comfortably seat forty (40) pax, with at least ten persons seated in u-shape set up and the remaining participants arranged in either meeting or classroom-style seating, with at least thirteen (13) hours use of venue for June 17 and 18, 2026 and at least five (5) hours use of venue for June 18, 2026; 10:00pm to June 19, 2026; 3:00am, excluding time for set-up and clean-up. The venue should be structurally sound, well-maintained and attractive. Accessibility/Location: The venue should be accessible via land travel and with a distance of ten (10) km from the OSG building (134 Amoroslo St., Legaspi Village, Makati City). The venue must have sufficient lighting, proper ventilation and air-conditioned. Facilities: Venue must include complimentary use of basic audio and visual equipment, inclusive of professional audio system, microphones, big monitor, LED or projector screen, basic banquet equipment, and video camera for video conferencing, or in the alternative, allow the event organizers to bring their video recording equipment without additional charge. The venue must have banquet set-up with beverage stations, including 5-10 round tables and chairs for 40 persons with table linens. The lessor should be able to complete the set-up in the afternoon of June 16, 2026, and is responsible for dismantling the tables, chairs and buffet set-up. The venue must be supported with at least one (1) generator set with fuel. Parking spaces: The venue should have at least forty (40) complimentary parking spaces. Health and Security: The venue must have a fire escape plan, accessible and visible fire exits and fire extinguishers/ equipments, equipped with first aid kit (for emergency) or infirmary, front desk and 24/7 security, with security measures implemented inside and outside the venue. The venue must have security and maintenance staff on-site during ingress, egress and actual event, and be equipped with closed circuit television (CCTV) to monitor areas of the venue. Emergency Response: The venue must be near a police station or fire station.	1	Php 907,600.00 VAT INCLUSIVE	Php 907,600.00

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		Other requirements: The lessor must have an on-site AV technical specialist/technician to assist in the set up and operation of audio-visual equipment throughout the duration of the event. Provision of at least twenty five (25) complimentary rooms inclusive of breakfast Any additional cost that may be incurred should be billed separately or coordinated separately to authorized representative of the agency. **B. FOOD AND BEVERAGE** Meal arrangements for 40 persons, which include: i. Whole day service consisting of morning snack, buffet lunch, afternoon snack, and buffet dinner for June 17 and 18, 2026; ii. Midnight meeting snack package for June 18, 2026 10:00 pm to June 19, 2026 3:00 am Free flowing brewed coffee with complete condiments, tea and purified water. Must provide well-trained and uniformed waiters, the number of waiters should be sufficient to attend to the needs of the attendees. Other requirements: Must not require a deposit for incidental charges, if any, upon check-in. Lessor and supplier must provide option for rescheduling or modification based on the National Government, the Solicitor General or the OSG's announcement. Additionally, it must adhere to send-bill arrangement with the agency. Note: In case of additional charges that may be incurred due to unforeseen circumstances upon contract implementation, the supplier must notify the authorized representative of end-user and obtain approval of end-user before implementation. Any adidtional charges should be billed separately from this contract and subject to verification by authorized representative *The following documents shall be deemed to form & construed as part of this agreement:* Request for Quotation Contract Quotation Brochure *Other documents as may be required by laws*			
Total Amount in Words:		**NINE HUNDRED SEVEN THOUSAND SIX HUNDRED PESOS ONLY**			**Php 907,600.00**

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: CZARA FLORES
(Signature over printed name)

6/17/2026
(Date)

EDITHA R. BUENDIA
Director IV, HRMAS

Funds Available:

ALOBS: _____

Amount: _____

ARIEL J. UBIÑA
Chief Accountant

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

CHRISTIAN D. BUAT
Admin Assistant I, Administrative Division