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

PURCHASE ORDER

Supplier:	**HOTEL CASIANA OPC**	**P.O. #**	**026-08-096**
Address:	Emilio Aguinaldo Highway, Kaybagal South, Tagaytay City, Cavite,4120	**Date:**	August 13, 2026
TIN:	772-668-856-000	**Mode of Procurement:**	Lease of Venue
Account No.:	6472-1104-52 Bank: LBP - Palapala Dasma Branch		
Tel No.	+63 (046) 4237473 Email: events.tagaytay@hotelcasiana.com		

Gentlemen:

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

Place of Delivery:	**Emilio Aguinaldo Highway, Kaybagal South, Tagaytay City, Cavite,4120**	**Delivery Term:** August 13-14, 2026 at specified time.
Date of Delivery:	**August 13-14, 2026**	**Payment Term:** w/in 30 days upon receipt of invoice and upon Issuance of Certificate of Completion (Bank to

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
	lot	**Procurement of Lease of Venue (with Catering Services) for the Conduct of OSG Strategic Planning Workshop, inclusive of taxes, service charge, and other applicable charges:** *Event Date: August 13-14, 2026* *Estimated No.Participants: 22 pax* **General Specifications:** **VENUE REQUIREMENTS** **Facilities:** A conference room with internet/Wi-Fi connectivity that is available and accessible to all attendees, capable of accommodating at least twenty-two (22) participants, and equipped with the following: Three (3) microphones One (1) projector Accessible electrical outlets Three (3) tables with three (3) chairs each One (1) table with four (4) chairs One (1) Secretariat table with three (3) chairs **Accessibility/Location:** The venue must be accessible to the Office of the Solicitor General via land transportation. **Space Requirement:** The venue must accommodate at least twenty-two (22) participants. **Lighting, Ventilation, and Air-conditioning:** The venue must have adequate lighting, proper ventilation, and a fully functional air-conditioning system. **Water Supply:** The venue must have a continuous supply of water for handwashing and toilet use. **Health and Safety:** The venue must have clearly marked fire exits and readily accessible firefighting equipment. **Parking Space:** The venue shall provide at least three (3) reserved parking slots and sufficient parking space to accommodate a coaster. Alternatively, a nearby parking facility with readily available parking spaces capable of accommodating these vehicles shall be provided. **Emergency Response:** The venue must be located near a police station and/or fire station. **General Condition:** The venue must be structurally sound, well-maintained, clean, and presentable. **Accommodation Requirements** Three (3) Single-Occupancy Rooms Five (5) Twin-Sharing Rooms Three (3) Triple-Sharing Rooms	1	Php 138,700.00	Php 138,700.00

		Food Requirements Day 1: AM Snack Lunch PM Snack Dinner Day 2: Breakfast AM Snack Lunch PM Snack **Other Requirements** Complimentary parking for all participants. *Note: The Service Provider must allow modifications, rescheduling, or cancellation of the booking in the event of announcements or directives issued by the National Government and/or the Office of the Solicitor General that affect the conduct of the activity.* *The following documents shall be deemed to form & construed as part of this agreement:* *i. Request for Quotation* *ii. Quotation* *iii. Contract* *iv. Other documents as may be required by laws*			
Total Amount in Words:	**ONE HUNDRED THIRTY EIGHT THOUSAND SEVEN HUNDRED PESOS ONLY**			Php	138,700.00

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 sha be imposed.

Very truly yours,

JESSICA L. CASTRO
CAO, Administrative Division

Conforme:

KATHRINA ALCAYDE
(Signature over printed name)

AUG 13 2026
(Date)

EDITHA R. BUENDIA
Director IV, HRMAS

Funds Available:

ALOBS: 02-101101-2026-09-492

Amount: ₱138,700.00

ARIEL J. UBIÑA
Chief Accountant