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

PURCHASE ORDER

Supplier:	**ST GILES HOTEL (MANILA) INC.**	**P.O. #**	**026-10-114 -A**
Address:	Makati Avenue corner Kalayaan Avenue, Makati City	**Date:**	October 9, 2026
TIN:	240-029-776-00000	**Mode of Procurement:**	
Account No.:	0053-8014- Bank: BDO - BDO Neptune		Lease of Venue
Telephone:	8988-9888 Email: adosmmnl@stgiles-hotels.com		

Gentlemen:

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

Place of Delivery:	**St Giles Hotel Makati**	**Delivery Term:** October 12, 2026
Date of Delivery:	**October 12, 2026**	**Payment Term:** within 30 days upon receipt of the Invoice and Certificate of Completion and **(Bank to Bank)**

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
1	lot	**Lease of Venue with Catering Services for the Conduct of OSG Strategic Planning Workshop – Phase 2** *Inclusive of Taxes, Service Charges, and Other Applicable Charges* Event Date: October 12, 2026 Estimated No. of Participants: 46 pax ***General Specifications*** **VENUE REQUIREMENTS** **1. Facilities:** The venue shall be a conference room with internet/Wi-Fi connectivity that is available and accessible to all attendees and capable of accommodating the required number of participants, with the following inclusions: Three (3) microphones One (1) projector Accessible electrical outlets Classroom-style setup **2. Accessibility/Location:** The venue must be located within Makati City. **3. Space Requirement:** The venue must be capable of accommodating at least forty six (46) persons. **4. Lighting, Ventilation, and Air-conditioning** The venue must have sufficient lighting, proper ventilation, and adequate air-conditioning. **5. Water Supply** The venue must have a steady supply of water for handwashing and toilet use. **6. Health and Safety** 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. **7. Parking Space** The venue shall have at least three (3) reserved parking slots. The venue shall also provide adequate space for the drop-off and pick-up of participants by a coaster or bus. **8. Emergency Response:** The venue must be located near a police station and/or fire station. **9. Other Requirements** The venue must be structurally sound, well-maintained, and attractive.	1	Php 66,700.00	Php 66,700.00

		FOOD REQUIREMENTS **1. AM Snack** Serving Time: On or before 7:30 AM Chicken Sandwich with fries Beverage **2. Lunch** Serving Time: On or before 11.50 AM Cream of Mushroom Soup Roasted Chicken with Rosemary Gravy Ratatouille Vegetables Breaded Fish Fillet with Aioli Sauce Steamed Rice Fresh Fruits Beverage **3. PM Snack** Serving Time: On or before 2:50 AM Pansit Guisado with Toast Bread Beverage **OTHER REQUIREMENTS** • The Service Provider must provide an option for modification, rescheduling, and cancellation in accordance with announcements of the National Government and/or the OSG. *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:	**SIXTY SIX THOUSAND SEVEN HUNDRED PESOS ONLY**			**Php**	**66,700.00**

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,

JESSICA L. CASTRO
CAO, Administrative Division

EDITHA R. BUENDIA
Director IV, HRMAS

Conforme: ANGELITA M. ASI
(Signature over printed name)
10/12/26
(Date)

Funds Available:

ARIEL J. UBIÑA
Chief Accountant

ALOBS: 02-10101-2026-10-703
Amount: ₱66,700.00

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

CHRISTIAN D. BUAT
ADAS I