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

PURCHASE ORDER

Supplier:	**MAKATI SHANGRI-LA HOTEL AND RESORTS, INC.**		**P.O. #** 026-10-114-B
Address:	Ayala Avenue corner Makati Avenue, Makati City 1200		**Date:** October 22, 2026
TIN:	000-662-632-000		**Mode of Procurement**:
Account No.:	00056-001-6050	Bank: Union Bank of the Philippines-Greenbelt Branch	N.P. Lease of Venue
Telephone:	(02) 8813-8888	Email Address: brian.bugarin@shangri-la.com	

Gentlemen:

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

Place of Delivery:	**MAKATI SHANGRI-LA HOTEL AND RESORTS, INC.**	**Delivery Term:**	October 24-November 11, 2026, at specific time
Date of Delivery:	**Event dates specied below**	**Payment Term:**	Send bill arrangement right after the check-out of the guests (Bank to Bank)

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
	lot	**LEASE OF HOTEL ACCOMMODATIONS AND PROVISION OF TRANSPORTATION SERVICES FOR RESOURCE PERSONS/GUESTS,** inclusive of taxes, service charge and other	1	Php 733,555.00	Php 733,555.00

Event Title: "Laws of the Sea Committee (LOSC) - Dispute Settlement Mechanisms in the Law of the Sea Training with the Max Planck Foundation (MPF) for International Peace and the Rule of Law"

Accommodation Period: October 24 to November 11, 2026

A. General Specifications

1. Accommodation Requirements

The hotel must be able to accommodate eight (8) guests in accordance with the following room requirements and tentative check-in and check-out dates:

CHECK IN	CHECK OUT	NO. OF NIGHTS	ROOM TYPE
October 24, 2026	November 11, 2026	18	Deluxe Room (38-44 sqm)
October 24, 2026	November 11, 2026	18	Deluxe Room (38-44 sqm)
October 31, 2026	November 11, 2026	11	Executive Room (56 sqm)
October 31, 2026	November 10, 2026	10	Deluxe Room (38-44 sqm)
November 2, 2026	November 7, 2026	5	Deluxe Room (38-44 sqm)
October 27, 2026	October 30, 2026	3	Deluxe Room (38-44 sqm)
October 24, 2026	October 30, 2026	6	Executive Room (56 sqm)
November 4, 2026	November 6, 2026	2	Deluxe Room (38-44 sqm)

The check-in and check-out dates, and times indicated above are tentative and maybe adjusted depending on the guests' actual flight schedules. The hotel must accommodate early check-in and/or late check-out, as necessary. Any additonal charges incurred shall be billed separately or coordinated with the authorized representative of the agency, subject to the agency's approval.

2. Other Requirements

a. The hotel must have a five (5)-star rating.

b. The hotel must be located within a five (5)-kilometer radius of the training venue at Convergys One, Ayala Avenue, Makati City.

c. The hotel must have available Deluxe Rooms and One-Bedroom Suites for single or double occupancy, as applicable, on the required dates corresponding to the arrival and departure schedules of the professors and lecturers from the Max Planck Foundation (MPF).

d. Complimentary breakfast must be provided for all billeted guests.

e. The hotel must not require a deposit for incidental charges, if any, upon check-in.

f. For operational efficiency and logistical convenience, all guests must be accommodated in one (1) hotel. The contract shall be awarded in accordance with the applicable procurement rules and the lowest calculated responsive bid.

g. Round-trip transportation between the hotel and the airport must be provided for the guests on their respective arrival and departure dates.

Transportation (Two-Way Airport Transfers/8 Guests) with the following vehicle:

i. T-In - Sedan
ii. T-Out - Van

3. Additional Conditions

a. The service provider must comply with the send-bill arrangement with the agency.

b. Failure to comply with the required specifications and conditions shall be dealt with in accordance with the applicable procurement rules and technical evaluation criteria.

Note: Lessor/Supplier must provide an option for rescheduling or modification of the event based on announcements issued by the National Government or the Office of the Solicitor General

		The following documents shall be deemed to form and construed as part of this agreement: *I. Quotation* *II. RFQ* *III. Brochure* *IV. Other documents as may be required by laws*			
Total Amount in Words:		**SEVEN HUNDRED THIRTY THREE THOUSAND FIVE HUNDRED FIFTY FIVE PESOS ONLY**		**Php**	**733,555.00**

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: _____
(Signature over printed name)

10 - 23 - 24
(Date)

EDITHA R. BUENDIA
Director IV, HRMAS

Funds Available:

ARIEL J. UBIÑA
Chief Accountant

ALOBS: 02-101101-2024-10-716

Amount: ₱733,555.00