



**PURCHASE ORDER**

SUPPLIER: **AYALALAND MALLS, INC.**  
 ADDRESS: One Ayala, Ayala Ave. cor. EDSA, San Lorenzo,  
 Makati City

P.O. No.: 2024-04-81  
 DATE: April 4, 2024  
 MODE OF PROCUREMENT: NP-LEASE OF REAL PROPERTY  
 AND VENUE

TIN:  
 Gentlemen:

Please furnish this Office the following article(s) subject to the terms and conditions contained herein.

Place of Delivery:		Delivery Terms: 5 CALENDAR DAYS			
Date of Delivery:		Payment Term: LDDAP			
STOCK NO.	UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL COST
	lot	<p><b>Venue for conference and exhibit</b>            May 2-6, 2024 (5 days including ingress and egress)            Venue that has conference hall, exhibit hall and function hall/rooms;            The venue must be able to accommodate at least 900 participants            The venue inclusive of chairs and tables with cover;            Enclosed 6 function rooms (inclusive of chairs and tables, with cover);            Has space for 72 booths, 2 x 3m sizes;            With space for the buffet set-up;            Well ventilated and fully air-conditioned;            With designated logistics personnel for ingress, venue arrangement and egress;            The venue should have parking space that can accommodate approximately 70 to 100 vehicles;            With complimentary 10 car pass;            Standby security guards, housekeeping on standby to assist during the set-up and the event proper;            The venue is fit to conduct conferences for summit and ornamental and urban agriculture exhibits;            Area for promotion like posters, lamppost, brochures and other promotional activities;            The venue should preferably near commercial establishment and easy accessible directly to main thoroughfares and public transport for convenience;            The venue should preferably be within easily accessible directly to the main thoroughfares;            With separate comfort rooms for men and women and cubicles for PWD;            With a fire exit near the venue/conference room;            Medical services and safety personnel (provision of accredited private ambulance with medic services on-site from ingress to egress to address any medical emergencies and appointment of a dedicated safety officer responsible for overseeing the implementation of safety protocols and coordinating emergency procedures);            Stage set-up exclusive of design;            Foot traffic efficiency (the number individuals visiting the mall is estimated to be 75,000 per day).</p> <p>Purpose:            For the conduct of the Horticultural and Urban Agriculture Summit on May 3-5, 2024 at the National Capital Region (NCR).</p>	1	₱	2,692,501.96



**TOTAL AMOUNT IN WORDS:**

**TWO MILLION SIX HUNDRED NINETY-TWO THOUSAND FIVE HUNDRED ONE PESOS AND 96/100 ONLY**

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) for everyday of delay shall be imposed.

COMFORME:

FRANCIS MIGUEL AGUSTIN  
 Signature Over Printed Name of Supplier  
 APR 11 25, 2024  
 Date

Very truly yours,

REMELYNA REYONER, MNSA, CESO III  
 DIRECTOR IV

FUNDS AVAILABLE:

OR/BUR No.: 2024-04-515  
 Amount: 04-17-24  
 Php 2,692,501.96

GILLIAN ROSE L. SALUIB  
 OIC-CHIEF ACCOUNTANT