

# PURCHASE ORDER

**DEPARTMENT OF TOURISM - National Capital Region**

<b>Supplier</b>	<b>THE MARQUIS EVENTS VENUE BGC Inc.</b>	<b>P. O. No.</b>	NCR-24-051
<b>Address</b>	Park Triangle Bldg. Rizal Dr. BGC, Taguig City	<b>Date</b>	June 28, 2024
<b>Telephone</b>	0925-317-2869	<b>Mode of Procurement :</b>	<b>NP 53.10 - Lease of Real Property and Venue</b>

**Gentlemen :**  
Please furnish this office the following articles subject to the terms & conditions contained herein:

<b>Place of Delivery :</b>	Taguig City	<b>Delivery Term :</b>	Seven (7) days
<b>Date of Delivery :</b>	July 02 - 08, 2024	<b>Payment Term :</b>	<b>Government Procedure</b>

Stock No.	Unit	Quantity	Description	Unit Cost	Amount						
	LOT	1 (One)	<p style="text-align: center;"><b>ITEM/DESCRIPTION/SPECIFICATION</b></p> <p style="text-align: center;"><b>LEASE OF VENUE SUPPLIED WITH MEALS AND BASIC LIGHTS AND SOUND EQUIPMENT</b></p> <p style="text-align: center;"><b>PROJECT NAME : HOSTING OF MODERN AND CONTEMPORARY ART FESTIVAL (MoCAF) 2024</b></p> <p><b>I. BRIEF BACKGROUND:</b> The Department of Tourism (DOT) through its National Capital Region Office (NCR), will be in partnership with Modern and Contemporary Art Festival (MoCAF) in hosting the Philippine's most dynamic Art Festival by bringing together the very best in visual artistry, highly esteemed galleries, as well as the most discerning art aficionados happening this July 05 to 07, 2024. MoCAF's mission is to showcase works from both modern masters and cutting-edge contemporary artists through well-curated special exhibitions. They aim to promote young and emerging Filipino artists, empowering them through participation in the art festival. Additionally, they strive to enliven interest in the arts across all sectors of society, fostering the education of new art audiences. By highlighting arts and culture as essential elements for social development, a space for cultural communication and exchange through art will be created.</p> <p><b>II. OBJECTIVES:</b></p> <ul style="list-style-type: none"> <li>• The DOT can leverage the event to draw art enthusiasts, collectors, cultural artists and to attract a diverse and international audience to the region, increasing tourist receipts and spending;</li> <li>• To position the Region as a premier cultural and art destination on both national and global scale making it more attractive not only to tourists but also to potential investors; and</li> <li>• To nurture and promote local artists by providing them with platforms to showcase their work, reach wider audiences, and encourage the growth of culture and art sector.</li> </ul> <p><b>III. SCOPE OF WORK / DELIVERABLES</b></p> <p><b>Target Participants :</b> 1,000 guests (Season collectors, young CEOs / working professionals in different industries, artists and art aficionados, sophisticated audiences, and affluent professionals with tremendous spending power who appreciate art and fine living)</p> <p><b>Implementation Date :</b> July 02 to 08, 2024</p> <ol style="list-style-type: none"> <li>a. The venue must be within the Taguig City only;</li> <li>b. The venue must be able to cater the requirements of the requesting party; and</li> <li>c. The venue must be willing to accept the venue hosting on a send-bill arrangement.</li> </ol> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Meal Requirement/ Approved Budget</th> <th style="width: 70%;">Requirements</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">1 Lot Lease of Venue supplied with Meals and Lights and Sound Equipment</td> <td style="vertical-align: top;"> <p><b>Venue</b></p> <p>Must be within the Taguig City area with the following specifications:</p> <ul style="list-style-type: none"> <li>• Floor Area: At least 1,250 square meters and can accommodate up to 1,000 guests and the needed space for the stage area and art exhibit area</li> <li>• Rental Period: July 02 to 04, 2024 (3 days) for preparations and ingress; July 05 to 07, 2024 for the actual event; and July 08, 2024 for egress.</li> <li>• Use of the venue for 12 hours on July 02 to 07, 2024 (10:00 AM to 10:00 PM) and July 08, 2024 (1:00 AM to 12:00 NN)</li> <li>• Must be air-conditioned and pillar less with built-in audio-visual equipment, electrical provision, and high-speed wireless internet</li> <li>• Must be able to allow ingress time of at least two (2) hours before the event and egress time of maximum twelve (12) hours after the event</li> <li>• Must be able to provide events and banquet team to assist during setup and event proper</li> <li>• Must be able to provide at least three (3) holding rooms</li> <li>• Must be able to provide at least ten (10) complimentary parking passes per day</li> </ul> <p><b>Meals</b></p> <ul style="list-style-type: none"> <li>• Must be able to provide canapés good for 700 pax on the Opening Day (July 05)</li> <li>• Must be able to provide cocktail drinks/open bar good for 700 pax on the Opening Day (July 05)</li> <li>• Must be able to provide crew meals good for 50 pax from July 05 to 07</li> </ul> </td> </tr> <tr> <td style="text-align: right;"><b>Approved Budget (inclusive of tax):</b></td> <td style="text-align: center;"><b>Total: Php2,000,000.00</b></td> </tr> </tbody> </table>	Meal Requirement/ Approved Budget	Requirements	1 Lot Lease of Venue supplied with Meals and Lights and Sound Equipment	<p><b>Venue</b></p> <p>Must be within the Taguig City area with the following specifications:</p> <ul style="list-style-type: none"> <li>• Floor Area: At least 1,250 square meters and can accommodate up to 1,000 guests and the needed space for the stage area and art exhibit area</li> <li>• Rental Period: July 02 to 04, 2024 (3 days) for preparations and ingress; July 05 to 07, 2024 for the actual event; and July 08, 2024 for egress.</li> <li>• Use of the venue for 12 hours on July 02 to 07, 2024 (10:00 AM to 10:00 PM) and July 08, 2024 (1:00 AM to 12:00 NN)</li> <li>• Must be air-conditioned and pillar less with built-in audio-visual equipment, electrical provision, and high-speed wireless internet</li> <li>• Must be able to allow ingress time of at least two (2) hours before the event and egress time of maximum twelve (12) hours after the event</li> <li>• Must be able to provide events and banquet team to assist during setup and event proper</li> <li>• Must be able to provide at least three (3) holding rooms</li> <li>• Must be able to provide at least ten (10) complimentary parking passes per day</li> </ul> <p><b>Meals</b></p> <ul style="list-style-type: none"> <li>• Must be able to provide canapés good for 700 pax on the Opening Day (July 05)</li> <li>• Must be able to provide cocktail drinks/open bar good for 700 pax on the Opening Day (July 05)</li> <li>• Must be able to provide crew meals good for 50 pax from July 05 to 07</li> </ul>	<b>Approved Budget (inclusive of tax):</b>	<b>Total: Php2,000,000.00</b>		2,000,000.00
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			<p><b>IV. TERMS OF PAYMENT</b></p> <p style="text-align: center;">➤ Send-Bill Arrangement of the total amount after completion of the event.</p> <p style="text-align: center;"><b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b> <b>Php 2,000,000.00</b> <b>Pesos : TWO MILLION ONLY</b></p> <p style="font-size: small;">* Inclusive of all applicable taxes, EVAT/VAT/government taxes/service charge/and other applicable taxes and charges not upon completion of the project and delivery of all requirements as agreed upon. Government procedure and subject to appropriate government taxes</p> <p style="text-align: center;">-----nothing follows-----</p>								

<b>(Total Amount in Words)</b>	<b>Pesos : TWO MILLION ONLY</b> <i>(inclusive of all applicable government taxes)</i>	<b>2,000,000.00</b>
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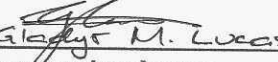
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Very truly yours,

  
SHARLENE LABACA-BATIN

Regional Director, NCR Regional Office

Conforme :

  
\_\_\_\_\_  
Signature over printed name

July 1, 2024  
Date

Funds Available :

  
\_\_\_\_\_  
MARIA VICTORIA S. RODRIGO  
Acting Accountant

Amount : ₱ 2,000,000.00

ALOBS No. 24-07-0304