



3rd Revision

March 5, 2020

ASP. GINO PAOLO S. SANTIAGO
Head, AO35 Secretariat
ADMINISTRATIVE ORDER NO. 35
DEPARTMENT OF JUSTICE
*3rd Floor Forum Building, Department of Justice,
Padre Faura, Ermita, Manila*
Mobile No: (02) 524-5936
Email: ao35secretariat@gmail.com

Dear Asp. Santiago:

RE: 13th INTER-AGENCY COMMITTEE MEETING
March 10, 2020
Meeting Room 2

Warm greetings from the **Philippine International Convention Center!**

Thank you for considering the PICC as venue for your event. We assure you of our support and cooperation in making this a successful one.

We have **tentatively** booked your event on **March 10, 2020** at the **Meeting Room 2**.

Due to the proximity of the event, we would require **full payment** on or before, **Monday, March 9, 2020**.

Said payments can be made in **CASH, MANAGER'S CHECK, CASHIER'S CHECK, COMPANY CHECK, OR BANK DRAFT**. All payments are accepted by our Treasurer from Mondays thru Fridays, except holidays from 9am-5pm only.

However, since this is a government booked event, we are extending send bill arrangements and preferential discount for your event provided that the Letter of Proposal and Contract are signed and a copy of the Certificate of Availability of Funds duly signed by your authorized representative and/or Comptroller is submitted. Payment must be made within one month after receipt of Statement of Account.

A handwritten signature in blue ink, appearing to be "JH", is located in the bottom right corner of the page.

I. Banquet Requirements

We would like to inform you that Via Mare is PICC's exclusive caterer. Via Mare being a *Hall of Fame Kalakbay Awardee: "Restaurant of the Year"* has earned a reputation to be proud of for its fresh and creative menus, the quality and presentation of its food, the professionalism and courtesy of its staff, and most importantly, for repeat performances, in satisfying even the most demanding guests.

As soon as you have confirmed with us, we will be glad to arrange a meeting with Via Mare to discuss in detail your food and beverage requirements.


II. Policy Guidelines

As a policy, the PICC is strictly a **NO-SMOKING** facility. **Children below 7 years old will not be allowed inside the Center unless children are part of the event proceedings.** Wearing of **appropriate attire** for business purposes or social functions must be observed. The Center, likewise strictly enforces the **maximum capacity** of each of the rented facilities as mandated by law. Attached herewith is the PICC House Rules and Regulations for your reference. For other concerns regarding the event, please coordinate with us as soon as possible.

Hopefully, everything is in order. Should you have further inquiries, please feel free to contact us at telephone numbers **789-4739 or 789 4789 local 7039.**

We deeply appreciate your patronage of the Center and we look forward to servicing your event.

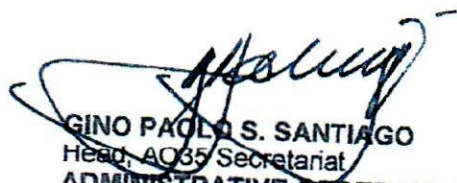
Sincerely yours,


SUNNY JEAN Q. JUNIO
Sales and Marketing Specialist

Noted by:


LEONOR F. GERTES
Assistant Director for Marketing

CONFORME:


GINO PAOLO S. SANTIAGO
Head, AO35 Secretariat
ADMINISTRATIVE ORDER NO. 35
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MAR 10 2020

13th INTER-AGENCY COMMITTEE MEETING
 March 10, 2020

AGGREGATE CHARGES
 (with security deposit)
 (As of March 5, 2020)
 3rd Revision

I. VENUE/ LEASE PERIOD

P 95,760.00

Inclusive of:

- Use of Meeting Room 2
 - Set-up w/o aircon
 March 10, 2020 / 12:01am-8:00am
 - Actual with aircon
 March 10, 2020 / 8:00am-5:00pm
- Use of Basic lights and sound system
- Sign stands
- Engineering services
- Janitorial services
- 12% V.A.T in room rental charges

II. FOOD REQUIREMENT

P 48,870.00

- AM SNACKS for 45 pax
- LUNCH BUFFET for 45 pax
- PM SNACKS for 45 pax

III. TECHNICAL EQUIPMENT

P 25,760.00

- 18 units Conference Microphones
- 5000 ANSI Lumens Projector

AGGREGATE CHARGES

P 170,390.00

IV. SECURITY DEPOSIT

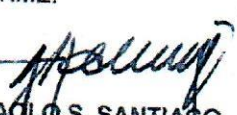
(Allotted for possible extension of hire period, power charges for any technical equipment to be brought inside PICC, charges for any additional requirement that may be incurred, etc. Refundable to the extent not utilized.)

P 33,610.00

TOTAL

P 204,000.00

CONFORME:


 GINO PAOLO S. SANTIAGO
 Head, AOS Secretariat
 ADMINISTRATIVE ORDER NO. 35
 DEPARTMENT OF JUSTICE

MAR 10 2020

DEPARTMENT OF JUSTICE

 Procurement Management Division
 Time: _____

