

Republic of the Philippines
OFFICE OF THE PRESIDENT
OPTICAL MEDIA BOARD

No. 35 Scout Limbaga Street, Brgy. Laging Handa, Quezon City



NOTICE TO PROCEED

26 May 2025

RHEA LYN GUADAMOR

Sales Manager

KIM BREZ CORPORATION (SEQUOIA HOTEL)

91-93 Mo. Ignacia Ave. cor. Timog Ave. Quezon City

Dear Ms. Guadamor:

The attached Purchase Order having been approved, notice is hereby given to **KIM BREZ CORPORATION** that the performance of the **Lease of Venue for Optical Media Board's Strategic Performance Management System Workshop on 28 May 2025 and 03 June 2025** in an amount of **Two Hundred Forty Thousand Pesos in Philippine Currency (PhP 240,000.00)** shall commence effective on the date of receipt of this notice.

Upon receipt of this notice, you are responsible for performing the service under the terms and conditions of the Agreement and in accordance with the schedule.

Please acknowledge receipt of this notice by signing in the space provided below.

Very truly yours,


DENNIS LORENZO B. PINLAC, CSEE

Head of Procuring Entity

OIC, Office of the Chairperson and CEO

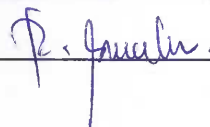
I acknowledge receipt of this Notice on

Name of Representative of the Supplier

Authorized Signature

May 26, 2025

RHEA LYN GUADAMOR





OPTICAL MEDIA BOARD

#35 Scout Limbaga Street, Barangay Laging Handa, Quezon City
TeleFax No. 921-7855 / Website: www.omb.gov.ph / Email: psu@omb.gov.ph


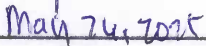

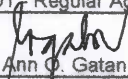
PURCHASE ORDER

Supplier	P.O No
KIM BREZ CORPORATION	2025-05-023
Address	Date
91 - 93 Mo. Ignacia Ave. cor. Timog Ave. Quezon City	May 26, 2025
Place of Delivery : OMB	
Date of Delivery :	
TIN	Mode of Procurement
004-748-435-000 (VAT)	Lease of Venue

Gentlemen:

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

Stock Property	Unit	Description	Qty	Unit Cost	Amount
	Lot	Procurement of Lease of Venue for Strategic Performance Management System Workshop on May 28 & June 03, 2025 for 60 pax Minimum Technical Specifications: I. Availability Venue available on May 28 and June 03, 2025 II. Location and Site Condition Accessibility (Location of venue should be accessible to public transportation) Parking Space (Parking space for vehicles can accommodate at least a total of 8 cars) III. Neighborhood Data Sanitation and Health Condition (conduct disinfection before, during, and after the activity and proper waste management and sanitary permit from the appropriate authorities) Police and Fire Station (accessibility) IV. Venue 1. Structural Condition (can withstand at least 7.0 magnitude of earthquake) 2. Functionality: A. Conference (can accommodate at least 25 pax) With free-flowing coffee, juice, candies, and drinking water (hot/cold) 1 White Board with at least 3 whiteboard markers and erasers Conference Pad and Pencils/Pens Clicker Comfortable tables and chairs Recommended room set-ups: Banquet B. Light, ventilation, and air conditioning (with a standby generator and complete lighting amenities for big-special events, standby generators, ice cooling fans, and high ceiling and ventilation) C. Space Requirements (spacious enough to cater to at least 60 pax and compliance with the recommended set-up for the activity) 3. Facilities: Water supply and toilet (separate comfort rooms for men and women with free toiletries) Lighting system (complete lighting and good audio facilities) Elevators Fire escapes Firefighting equipment Internet and Telecommunications (free, stable and fast internet connectivity/wifi (at least 80 mbps) at the venue) Audio visual equipment: at least 4 extension cords Basic PA Sound system at least 2 wireless microphones 1 - 2 LCD Projectors and Screen At least 4 VGA/HDMI Cables 4. Other Requirements:	1	240,000.00	240,000.00

	Maintenance - standby waiter, waitresses, electrician, and IT for the entire duration of the activity. Attractiveness - Facilities are comparable to high-end hotels, and the venue have built facilities that can cater to big events Security - 24 hrs security details at the gate and at the venue during the activity 5. Catering Services Meals for AM Snacks, Lunch, and PM Snacks 6. Client's Satisfactory Rating			
TOTAL: TWO HUNDRED FORTY THOUSAND PESOS (subject to withholding tax) P240,000.00				
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 everyday of delay shall be imposed on the undelivered item/s.				
Conforme:  RHEA LYN GUADAMOR Signature over Printed Name of Supplier  Date		Very truly yours,  DENNIS LORENZO B. PINLAC, CSEE Signature over Printed Name of Authorized Official Officer-in-Charge, Chairperson and CEO Designation		
Fund Cluster: _____ Funds Available <u>01 - Regular Agency Fund</u>  Leslie Ann O. Gatan Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit		ORS/BURS No. _____ Date of ORS/BURS No. _____ Amount _____		