

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

PURCHASE ORDER

Supplier: ASIAN INSTITUTE OF MANAGEMENT (AIM) Address: 123 Paseo de Roxas Makati City, 1229 Metro Manila TIN: 000-439-390-000 Account No.: 3211-0396-94 Bank: BPI - G/F Corinthian Plaza, Legazpi St. Telephone: 63 2 8892-4011 Corner Paseo De Roxas Makati Branch	P.O. # <u>024-03-036</u> Date: March 18, 2024 Mode of Procurement: Lease of Venue
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Gentlemen:
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

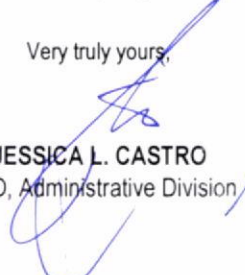
Place of Delivery: <u>ASIAN INSTITUTE OF MANAGEMENT (AIM)</u>	Delivery Term: March 19-20, 2024 at specific time
Date of Delivery: March 19-20, 2024	Payment Term: Within 30 days upon receipt of Invoice and Certificate of Completion and Acceptance (Bank to Bank)

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
	Lot	Lease of Venue (with Catering Services- Food, Tables and Chairs) for the Conduct of Personnel Development Committee's seminar: <i>Event Title: "6 Critical Practices for Leading a Team"</i> <i>Event Date: March 19-20, 2024; 8:00 am to 5:00 pm</i> <i>Event Place: Function Rooms 1-4</i> <i>Estimated no. of Pax: 40 pax</i> General Specifications: Accessibility/Location: The venue must be within close proximity of the Office of the Solicitor General for efficient access of employees to and from the venue. Space Requirement: The venue must accommodate at least 40 persons in a classroom set-up that allow social distancing. Light, Ventilation and Air-conditioning: The venue must have sufficient lighting and proper ventilation. Facilities: The venue must have a training room with complete training facilities such as tables, chairs, white board, projector, projector screen, microphones, basic sound system, flip charts, pads and pencils. The venue is preferably to have internet/wifi availability/connectivity for the attendees. The venue must have a steady supply of water for hand washing and toilet use.; Health and Security: The venue must have clearly visible fire escapes and firefighting equipment; Parking Space: The venue must have provide at least four complimentary parking spaces that are readily available for attendees; The venue should have a roadway access/nearby drop off point that can accommodate the OSG bus which will shuttle the employees to and from the venue. Emergency Response: The venue must be near a police station and/or fire station. Others: The venue must be structurally sound, well-maintained and attractive.; Other Amenities: Basic Lights and Sounds; Wifi Connection; and can Cater Food.	1	Php 164,000.00	Php 164,000.00
		Food: Minimum Inclusion: Day 1 - March 19, 2024 a. AM Snacks (Set 37) - Serving Time: 7:30AM Pancit Canton Puto			

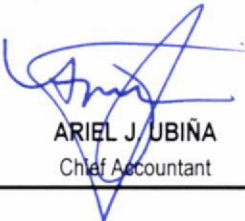
Stock No.	Unit	Description	Qty.	Unit Cost	Amount
		b. Lunch (Set 15) - Serving Time: 11:50AM Pork in Apple Sauce Buttered Vegetables Rice Pastry c. PM Snacks (Set 14) - Serving Time: 2:45PM Chicken Salad Sandwich Chips (All served with 1-2 glasses of Iced Tea or Juice) Day 1 - March 20, 2024 a. AM Snacks (Set 39) - Serving Time: 7:30AM Garlic Sotanghon Puto b. Lunch (Set 19) - Serving Time: 11:50AM Beef Casserole Steamed Mixed Vegetable with Pesto Rice Fruits c. PM Snacks (Set 32) - Serving Time: 2:45PM Empanada (Chicken) Nacho chips & Salsa (All served with 1-2 glasses of Iced Tea or Juice) Other Requirements: *Free-Flowing Water and Coffee *Table and Chair Set-up: Classroom Set-up The following documents shall be deemed part and construed as part of this agreement: I. Contract II. Quotation III. Other documents as may be required by laws			
Total Amount in Words: One Hundred Sixty Four Thousand Pesos Only					Php 164,000.00

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 every day of delay shall be imposed.

Conforme: 
RIZALYN ANNE BERNALDEZ
 (Signature over printed name)
MAR 19 2024
 (Date)

Very truly yours,

JESSICA L. CASTRO
 CAO, Administrative Division

EDITHA R. BUENDIA
 Director IV, HRMAS

Funds Available: 
ARIEL J. UBIÑA
 Chief Accountant

ALOB: 02-10/101-2024-03-136
 Amount: ₱ 164,000.00