

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: 000-436-390-000 Account No.: 3211-0896-94 Telephone: 63 2 8892-4011	P.O. # 023-09-143 Date: September 26, 2023 Mode of Procurement: Lease of Venue Bank: BPI - G/F Conrinthian Plaza, Legaspi St. Corner Paseo De Roxas Makati Branch
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Gentlemen:
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: ASIAN INSTITUTE OF MANAGEMENT (AIM)	Delivery Term: September 28, 2023 at specific time
Date of Delivery:	Payment Term: Full payment after the event (Bank to Bank)

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
	Lot	<p>Lease of Venue (with Catering Services - Food, Tables and Chairs) for the Conduct of Seminar for Committee of OSG-Data Privacy Commission Seminar:</p> <p>Event Title: Data Privacy Orientation and Privacy GRC: Governance, Risk and Compliance</p> <p><i>Event Date: September 28, 2023; 08:00AM - 05:00PM</i></p> <p><i>Estimated No. of Pax: 48 pax</i></p> <p><i>Main Meeting Room: Security Bank Case Room</i></p> <p>General Specifications:</p> <p><i>Accessibility/Location:</i> The venue must be within close proximity of the Office of the Solicitor General for efficient access of employees to and from the venue.</p> <p><i>Space Requirement:</i> The venue must accommodate at least 48 persons in a classroom set-up that allow social distancing.</p> <p><i>Light, Ventilation and Air-conditioning:</i> The venue must have sufficient lighting and proper ventilation.</p> <p><i>Facilities:</i> The venue must have a training room with complete training facilities such as tables, chairs, white board, projector screen, microphones and basic sound system, flip charts, pads and pencils. The venue must have internet/wifi availability/connectivity for the attendees. The venue must have a steady supply of water for hand washing and toilet use;</p> <p><i>Health and Security:</i> The venue must have visible fire escapes and firefighting equipment;</p> <p><i>Parking Space:</i> The venue must have a parking spaces or near parking area 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.</p> <p><i>Emergency Response:</i> The venue must be near a police station and/or fire station.</p> <p><i>Others:</i> The venue must be structurally sound, well-maintained and attractive.;</p> <p><i>Other Amenities:</i> Basic Lights and Sound; Wifi Connection; and can Cater Food.</p> <p style="text-align: center;">Basic Lights and Sounds System with Microphones</p> <p>Food:</p> <p>Minimum Inclusion:</p> <ul style="list-style-type: none"> a. AM Snacks (Set 15); Serving Time: 8:00AM <ul style="list-style-type: none"> Clubhouse Sandwich Fries or Chips b. Lunch (Set 19); Serving Time: 11:30AM <ul style="list-style-type: none"> Beef Casserole Steamed Mixed Vegetable with Pesto Rice Fruits c. PM Snacks (Set 47); Serving Time: 02:30PM <ul style="list-style-type: none"> Pancit Canton Puto <p style="text-align: center;"><i>(All served with 1 glass of Iced Tea)</i></p>	1	Php 86,400.00	Php 86,400.00

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
		<i>Other Inclusions:</i> *Free-Flowing Coffee *Table and Chair Set-up <i>The following documents shall be deemed to form & construed as part of this agreement.</i> > Contract > Quotation > Other documents as may be required by laws			

Total Amount in Words: **Eighty Six Thousand Four Hundred Pesos Only** Php **86,400.00**

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.


Contorme: 
Lourdes B. Claró de Comer
 General Manager

 (Signature over printed name) 
September 28, 2023
 (Date)

Very truly yours,

JESSICA L. CASTRO
 CAO, Administrative Division

EDITHA R. BUENDIA
 Director IV, HRMAS

Funds Available: 
ARIEL J. UBIÑA
 Chief Accountant

ALOBS: 02-101101-2023-10-614
 Amount: ₱ 86,400.00