

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, Legazpi Village, Makati, 1229 Metro Manila TIN: 000-436-390-000 Account No.: 3211-0896-94 Telephone: 63 2 8892-4011	P.O. # 023-10-149 Date: October 12, 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: October 24-26, 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 Various OSG Philippine Anti-Illegal Drugs Committee (OSG-PADC) Seminars, Inclusive of VAT, other taxes, and other charges :</p> <p>Event Title: Government Response to the Anti-Drug Problem, Philippine Drug Situation and Drug-Free Workplace Event Date: October 24, 2023; 08:00AM - 05:00PM Estimated No. of Pax: 60 pax Main Meeting Room: Security Bank Case Room</p> <p>Event Title: Drugs and Mental Health Event Date: October 25, 2023; 08:00AM - 05:00PM Estimated No. of Pax: 60 pax Main Meeting Room: Security Bank Case Room</p> <p>Event Title: Updates on Special Concerns on RA No. 9165 Event Date: October 26, 2023; 08:00AM - 05:00PM Estimated No. of Pax: 60 pax Main Meeting Room: Security Bank Case Room</p> <p>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 60 persons in a round table or classroom set-up that allow social distancing. Light, Ventilation 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 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; Health and Security: The venue must have visible fire escapes and firefighting equipment; Parking Space: The venue must have 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. 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.</p> <p>Food: Minimum Inclusion: Day 1: October 24, 2023 a. AM Snacks (Set 15); Serving Time: 8:00AM Clubhouse Sandwich Fries or Chips</p>	1	Php 324,000.00	Php 324,000.00

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
		b. Lunch (Set 2); Serving Time: 11:30AM Mushroom Sauce Vegetable in Oyster Sauce Steamed Rice Pastry Dessert c. PM Snacks (Set 45); Serving Time: 02:30PM Pancit Canton Puto Day 2: October 25, 2023 a. AM Snacks (Set 14); Serving Time: 8:00AM Chicken Salad Sandwich Fries or Chips b. Lunch (Set 4); Serving Time: 11:30AM Grilled Chicken in Teriyaki Sauce Stir Fry Mung Bean Sprout Steamed Rice Pastry Dessert c. PM Snacks (Set 48); Serving Time: 02:30PM Chicken Alfredo Pasta Garlic Toast Day 3: October 26, 2023 a. AM Snacks (Set 24); Serving Time: 8:00AM Chicken & Mushroom Cheese Bread Chips b. Lunch (Set 13); Serving Time: 11:30AM Pinoy Barbeque Spareribs Buttered Mixed Vegetables Steamed Rice Fruits c. PM Snacks (Set 46); Serving Time: 02:30PM Pancit Palabok Fried Toge (Bean Sprout) <i>All served with 1 glass of Iced Tea; No blood based ingredients to be used due to dietary restrictions (religious reasons)</i> Other Inclusions: *Free-Flowing Coffee *Table and Chair Set-up The following documents shall be deemed to form & construed as part of this agreement: > Contract > Quotation > Other documents as may be required by laws			
Total Amount in Words:		Three Hundred Twenty Four Thousand Pesos Only			Php 324,000.00

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.

Contorme:


POLHANNA MARTINA B. MANALO
 (Signature over printed name)

OCTOBER 19, 2023
 (Date)

Very truly yours,


JESSICA L. CASTRO
 CAO, Administrative Division

EDITHA R. BUENDIA
 Director IV, HRMAS

Funds Available:

ALOBS: 02-101101-2023-10-649

Amount: ₱ 324,000.00


ARIEL J. UBINA
 Chief Accountant