

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

**PURCHASE ORDER**

Supplier: <b>ASIAN INSTITUTE OF MANAGEMENT (AIM)</b> Address: 123 Paseo de Roxas Makati City 1229 Metro Manila TIN: 000-439-390-000 Account No.: 3211-0396-94      Bank: BPI - G/F Conrinthian Plaza, Legaspi St. Corner Telephone: 63 2 8892-4011      Paseo De Roxas Makati Branch	P.O. # <u>023-08-127</u> Date: August 11, 2023 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: <b>ASIAN INSTITUTE OF MANAGEMENT (AIM)</b>	Delivery Term: August 15-16, 2023 at specific time
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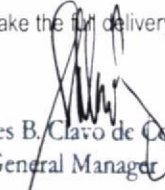
Date of Delivery:	Payment Term: Full Payment on or after the event (Bank to Bank)
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Stock No.	Unit	Description	Qty.	Unit Cost	Amount
	Lot	<p><b>Lease of Venue and Catering Services (Food, and Tables and Chairs Set up) for Two Seminars of 7S Committee, inclusive of taxes, set-up, operator/marshals, and other charges:</b></p> <p><i>Event Title: "7S Policy Implementation"</i>                      Event Date: August 15, 2023                      Estimated No. of Pax: 67 pax                      Serving Time: Snacks: 8:00AM; Lunch: 11:30AM; PM Snacks: 2:00PM</p> <p><i>Event Title: "7S Audit Refresher"</i>                      Event Date: August 16, 2023                      Estimated No. of Pax: 75 pax                      Serving Time: Snacks: 8:00AM; Lunch: 11:30AM; PM Snacks: 2:00PM</p> <p><b>General Specifications:</b></p> <p><i>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.</i></p> <p><i>Space Requirement: The venue must accommodate at least 75 persons in a classroom set-up that allow social distancing.</i></p> <p><i>Light, Ventilation and Air-conditioning: The venue must have sufficient lighting and proper ventilation</i></p> <p><i>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.</i></p> <p><i>Health and Security: The venue must have clearly visible fire escapes and firefighting equipment.,</i></p> <p><i>Parking Space: 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 shuttle bus which will shuttle the employees to and from the venue.</i></p> <p><i>Emergency Response: The venue must be near a police station and/or fire station.</i></p> <p><i>Others: The venue must be structurally sound, well-maintained and attractive.;</i></p> <p><i>Other Amenities: Basic Lights and Sound; Wifi Connection; and can Cater Food.</i></p> <p style="padding-left: 40px;">Basic Lights and Sounds System</p> <p><b>Food:</b></p> <p>Minimum Inclusion:</p> <p style="padding-left: 20px;">Day 1 - August 15, 2023</p> <p style="padding-left: 40px;">a. AM Snacks (Set 15)</p> <p style="padding-left: 60px;">Clubhouse Sandwich</p> <p style="padding-left: 60px;">Fries or Chips</p> <p style="padding-left: 40px;">b. Lunch (Set 3)</p> <p style="padding-left: 60px;">Beef Kare Kare</p> <p style="padding-left: 60px;">Steamed Vegetable with Bagoong</p> <p style="padding-left: 60px;">Steamed Rice</p> <p style="padding-left: 60px;">Dessert</p>	1	Php 233,890.00	Php 233,890.00

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
		c. PM Snacks (Set 46) Mixed Pancit Puto (All served with 1-2 glasses of Iced Tea or Juice and 1 cup of coffee) Day 2 - August 16, 2023 a. AM Snacks (Set 18) Menudillo Roll Fries or Chips b. Lunch (Set 5) Chicken Pastel Fresh Lumpia Steamed Rice Dessert c. PM Snacks (Set 48) Pancit Palabok Fried Togue (Bean Sprouts) (All served with 1-2 glasses of Iced Tea or Juice and/or 1 cup of coffee) Other Requirements: *Free-Flowing Water and Coffee *Table and Chair Set-up: Classroom 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: **Two Hundred Thirty Three Thousand Eight Hundred Ninety Pesos Only** Php **233,890.00**

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.

  
**Lourdes B. Clavo de Camer**  
 General Manager

Very truly yours,

  
**JESSICA L. CASTRO**  
 CAO, Administrative Division

Contorme:


(Signature over printed name)

**AUG 15 2023**

(Date)

**EDITHA R. BUENDIA**  
 Director IV, HRMAS

Funds Available:

  
**ARIEL J. UBINA**  
 Chief Accountant

ALOBS:

**02-102101-2023-08-092**

Amount:

**₱ 233,890.00**