

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. # 023-12-174 Date: December 4, 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: December 4 and 5, 2023 at specific time
Date of Delivery:	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	<p>Lease of Venue (with Catering Services - Food, and Tables and Chairs) for the Conduct of Gender and Development Committee's seminar, inclusive of taxes, set-up, operator/marshals, and other charges:</p> <p><i>Event Title: "Gender Awareness and Women's Empowerment Training for OSG Employees"</i></p> <p><i>Event Date: December 4-5, 2023; 09:00AM to 03:00PM</i></p> <p><i>Event Place: Function Rooms 1-4</i></p> <p><i>Estimated No. of Pax: 70 pax</i></p> <p>General Specifications:</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 70 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.</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 will 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 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>Food:</p> <p><i>Minimum Inclusion:</i></p> <p style="margin-left: 20px;">Day 1 - December 4, 2023</p> <p style="margin-left: 40px;">a. AM Snacks (Set 15) - Serving Time: 09:00AM</p> <p style="margin-left: 60px;">Clubhouse Sandwich</p> <p style="margin-left: 60px;">Fries or Chips</p> <p style="margin-left: 40px;">b. Lunch (Set 23) - Serving Time: 11:30AM</p> <p style="margin-left: 60px;">Korean Barbeque Chicken</p> <p style="margin-left: 60px;">Mixed Buttered Vegetables</p> <p style="margin-left: 60px;">Steamed Rice</p> <p style="margin-left: 60px;">Fruits</p> <p style="margin-left: 40px;">c. PM Snacks (Set 48) - Serving Time: 02:00PM</p> <p style="margin-left: 60px;">Chicken Alfredo Pasta</p> <p style="margin-left: 60px;">Garlic Toast</p> <p style="margin-left: 40px;"><i>(All served with 1-2 glasses of Iced Tea or Juice)</i></p>	1	Php 246,000.00	Php 246,000.00

OFFICE OF THE SOLICITOR GENERAL

RECEIVED

JAN 25 2024

FINANCIAL MANAGEMENT SERVICES


By: *[Signature]* 4:10 pm


Stock No.	Unit	Description	Qty.	Unit Cost	Amount
		Day 2 - December 5, 2023 a. AM Snacks (Set 38) - Serving Time: 09:00AM Tuna Monte Cristo Potato Chips b. Lunch (Set 3) - Serving Time: 11:30AM Chicken Pastel Fresh Lumpia Steamed Rice Pastry Dessert c. PM Snacks (Set 45) - Serving Time: 02:00PM Pancit Canton Puto <i>(All served with 1-2 glasses of Iced Tea or Juice)</i> 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 Forty Six Thousand Pesos Only** Php 246,000.00


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.

Very truly yours,

Conforme: 
POLYANNA MARTINA B. MANALO
 (Signature over printed name)
12-04-23
 (Date)


JESSICA L. CASTRO
 CAO, Administrative Division


EDITHA R. BUENDIA
 Director IV, HRMAS

Funds Available: 
 ALOBS: 02-101101-2023-12-863
 Amount: ₱ 246,000.00
ARIEL LUBINA
 Chief Accountant