

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

PURCHASE ORDER

Supplier: ASIAN INSTITUTE OF MANAGEMENT Address: 123 Paseo de Roxas Makati City, 1229 Metro Manila Address: Benavidez TIN: 000-436-390-000 Account No.: 3211-0896-94 Branch: BPI- Corinthian Branch Telephone: 8892-4011 Ext. 2102 email: LClavodeComer@aim.edu	P.O. # 024-11- 199 Date: November 21, 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: ASIAN INSTITUTE OF MANAGEMENT (AIM) Date of Delivery: November 22, 2024	Delivery Term: November 22, 2024 at specified time Payment Term: Within 30 days upon receipt of Invoice and Certificate of Completion and Acceptance (Bank to Bank)
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Item No.	Unit	Description	Quantity	Unit Cost	Amount
1	lot	<p>Lease of Venue (with Catering Servcies-Food, Tables and Chairs) for the Conduct of Lecture on "The Contributions of ITLOS to International Law: From Continental Shelf to Climate Change" inclusive of taxes, services charges, delivery charges, and other charges:</p> <p>Event Title: "The Contributions of ITLOS to International Law: From Continental Shelf to Climate Change" Event Date; November 22, 2024; 2:00pm to 4:00pm Event Place: Function Room (Don Jose Yulo Caserom) No. of pax: 60 pax</p> <p>General Specifications: Venue Accessibility/ Location: The Venue is within close proximity to the Office of the Solicitor General for efficient access of employees to and from the venue. Space Requirement: The venue can accommodate at least 60 persons in a classroom set-up that allow social distancing. Light, Ventilation and Air-conditioning: The venue has sufficient lighting and proper ventilation. Facilities: The venue has a training room with complete training facilities such as tables, chairs, white board with markers, projector, white screen, 2 microphones, basic sound system, notepads and pencils. The venue has internet/wifi availability/connectivity for the attendees. Health and Security: The venue has clear visible fire escapes and firefighting equipment. The venue has a steady supply of water for hand washing and toilet use; Parking Space: The venue must provide at least five 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 is near police station and/or fire station.</p> <p>Other: The venue is structurally sound, well-maintained and attractive. Other Amenities: Basic Lights and Sounds; Wifi Connection; and can Cater Food.</p>	1	Php 55,200.00	Php 55,200.00

Food:

Minimum Inclusion:

PM Snacks (Set 14) - Serving Time: 3:00PM

Pepperoni Aglio Olio

Cheese Quesadilla

Chicken Fingers

(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: **FIFTY FIVE THOUSAND TWO HUNDRED PESOS ONLY**

Php **55,200.00**

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:



General Manager
(Signature over printed name)
11/22/24
(Date)

Very truly yours,



JESSICA L. CASTRO
CAO, Administrative Division

EDITHA R. BUENDIA
Director IV, HRMAS

Funds Available:

ALOBS: 02-101101-2024-11-793

Amount: \$ 55,200.00


ARIEL J. UBIÑA
Chief Accountant

This is to certify that this procurement was posted at Philgeps in compliance with RA 9184


CHRISTIAN D. BUAT
ADAS I