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

PURCHASE ORDER

Supplier:	**ASIAN INSTITUTE OF MANAGEMENT INC**		**P.O. #** **026-07-079**
Address:	123 Paseo De Roxas, San Lorenzo, Makati City		**Date:** July 6, 2026
TIN:	000-439-390-00000		**Mode of Procurement**:
Account No.:	1801-0599050	Bank: LBP - Paseo de Roxas	N.P. Lease of Venue
Telephone:	(632) 88402471	Email Address: LClavodeComer@aim.edu	

Gentlemen:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery:	**ASIAN INSTITUTE OF MANAGEMENT INC** **123 Paseo De Roxas, San Lorenzo** **Makati City**	**Delivery Term:**	Event dates as stated with specific time and place
Date of Delivery:	**Event dates specied below**	**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	**PROCUREMENT OF LEASE OF VENUE, INCLUSIVE OF FOOD AND BEVERAGES, TAXES, SERVICE CHARGE, DELIVERY, AND OTHER RELATED COSTS, FOR THE CAPACITY BUILDING COMMITTEE (CBC) TRAINING ENTITLED "INTENSIVE ARBITRATION PRACTICE (MOCK HEARING)** **Activity Details** Training Title: Intensive Arbitration Practice (Mock Hearing) Event Schedule: July 7, 2026, 8:00 AM - 5:00 PM AM Snacks - 35 pax Lunch - 35 pax PM Snacks - 35 pax July 8, 2026, 8:00 AM - 5:00 PM July 9, 2026, 8:00 AM - 5:00 PM July 10, 2026, 8:00 AM - 5:00 PM Number of Participants: 40 pax per day **Minimum Requirements** **A. VENUE** 1. One (1) large training room complete with tables, chairs, sound system, microphones, LED screen, projector, laser pointer, extension cords, easels, manila paper, pens, pentel pens and writing pads for at least forty (40) participants, to serve as the main activity menue. 2. Venue layout: >U-shape setup with ten (10) participants on each longer side; >Three (3) participants at one end; >Two (2) small tables inside the U-shaped area with chairs for two (2) participants per table; and >Gallery-style seating for ten (10) participants at the back of each longer side. 3. Two (2) breakout rooms, each equipped with tables and chairs for ten (10) participants. 4. At least three (3) complimentary parking slots. **B. FOOD** July 7, 2026, 8:00 AM - 5:00 PM	1	Php 523,750.00	Php 523,750.00
	pax	**AM Snacks** Service Time: On or before 7:30 AM Service Area: As specified by the End-User Fish Taco Wrap Nachos Chips Juice, Coffee, Tea	35		
	pax	**Lunch** Service Time: On or before 11:50 AM Service Area: As specified by the End-User Herb-Roasted Chicken Slow-Braised Beef Caldereta Buttered Corn and Carrots Steamed Rice Cassava Cake Juice, Coffee, Tea	35		
	pax	**PM Snacks** Service Time: On or before 2:50 PM Service Area: As specified by the End-User Chicken Caesar Wrap Homemade Potato Chips Juice, Coffee, Tea	55		

	pax	July 8, 2026, 8:00 AM - 5:00 PM **AM Snacks** Service Time: On or before 7:30 AM Service Area: As specified by the End-User Roast Beef Slider Homemade Potato Chips Juice, Coffee, Tea	40		
	pax	**Lunch** Service Time: On or before 11:50 AM Service Area: As specified by the End-User Beef Stroganoff Herb-Roasted Chicken Sauteed Green Beans and Carrots Steamed Rice Coffee Jelly with Cream Juice, Coffee, Tea	40		
	pax	**PM Snacks** Service Time: On or before 2:50 PM Service Area: As specified by the End-User Chicken Salad on Multigrain Bread Homemade Potato Chips Juice, Coffee, Tea	40		
	pax	July 9, 2026, 8:00 AM - 5:00 PM **AM Snacks** Service Time: On or before 7:30 AM Service Area: As specified by the End-User Beef Taco Wrap Homemade Potato Chips Juice, Coffee, Tea	40		
	pax	**Lunch** Service Time: On or before 11:50 AM Service Area: As specified by the End-User Beef Misono Chicken Fillet in Creamy Mushroom Sauce Mixed Vegetables in Garlic Butter Steamed Rice Fruit Cream Medley Juice, Coffee, Tea	40		
	pax	**PM Snacks** Service Time: On or before 2:50 PM Service Area: As specified by the End-User Beef Empanada Nachos Chips Juice, Coffee, Tea	40		
	pax	July 10, 2026, 8:00 AM - 5:00 PM **AM Snacks** Service Time: On or before 7:30 AM Service Area: As specified by the End-User Herbed Egg and Cheese Sandwich Homemade Potato Chips Juice, Coffee, Tea	40		
	pax	**Lunch** Service Time: On or before 11:50 AM Service Area: As specified by the End-User Fish Fillet in Veloute Sauce Chicken Galantina with Brown Gravy Sauteed Seasonal Vegetables Steamed Rice Strawberry Cheesecake Juice, Coffee, Tea	40		
	pax	**PM Snacks** Service Time: On or before 2:50 PM Service Area: As specified by the End-User Pancit Bihon Guisado Dinner Roll Juice, Coffee, Tea	40		

		Food Quality Requirements >No pork or blood-based ingredients. >Meals must be freshly prepared, hygienically handled, and served in generous portions. >Food must be delivered on time and in good condition. >In the event of spoilage or porr-quality meals, the supplier shall immediately replace the affected meals at no additional cost. **Other Requirements:** >Free-flowing water, coffee, tea and/or juice. >Supplier must provide all necessary tableware. >Food shall be served on an aesthetically arranged buffet table with skirting. >Supplier must provide spill-proof food containers for excess food. >All letfovers shall be properly coordinated with the End-User and turned over to the authorized representative in appropriate take-out containers. >At least two (2) properly dressed servers with name tags must be present throughout the event. *Note: Lessor/Supplier must provide an option for rescheduling or modification of te event based on announcements issued by the National Government or the Office of the Solicitor General* *The following documents shall be deemed to form and construed as part of this agreement:* *I. Quotation* *II. RFQ* *III. Other documents as may be required by laws*			
Total Amount in Words:	**FIVE HUNDRED TWENTY THREE THOUSAND SEVEN HUNDRED FIFTY PESOS ONLY**			**Php**	**523,750.00**

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,

JESSICA L. CASTRO
CAO, Administrative Division

Conforme: LOURDES B. CLAVE DE GOMEZ
(Signature over printed name)
7/7/24
(Date)

EDITHA R. BUENDIA
Director IV, HRMAS

Funds Available:

ARIEL J. UBINA
Chief Accountant

ALOBS: 02-101101-2024-07-352

Amount: ₱ 523,750.00