

PURCHASE ORDER

Department of Social Welfare and Development
Cordillera Administrative Office

Supplier		RM LAPON'S EVENT CATERING SERVICES		Purchase Order No.		2024-08-608	
Address		PARACELIS MOUNTAIN PROVINCE		Date		08-Aug-24	
				Mode of Procurement		SVP	
Gentlemen:							
Please furnish this office the following articles subject to the terms and conditions herein.							
Place of Delivery		AS INDICATED			Delivery Term:		Per Schedule
Date of Delivery		AS INDICATED			Payment Term:		Charge
Lot No.	Unit	Description	QTY	Unit Cost	Total Cost		
1		CATERING SERVICES FOR THE CAPABILITY BUILDING ON THE INSTITUTIONALIZATION AND REPLICATION OF PROTECTEEN PROJECT FOR THE MUNICIPALITY OF PARACELIS, MOUNTAIN PROVINCE					
		BATCH 1					
		TENTATIVE DATE: SEPTEMBER 10-11, 2024					
		DAY 1					
	servings	AM Snack	32	120.00	3,840.00		
	servings	Lunch	32	200.00	6,400.00		
	servings	PM Snack	32	120.00	3,840.00		
		DAY 2					
	servings	AM Snack	32	120.00	3,840.00		
	servings	Lunch	32	200.00	6,400.00		
	servings	PM Snack	32	120.00	3,840.00		
		BATCH 2					
		TENTATIVE DATE: SEPTEMBER 24-25, 2024					
		DAY 1					
	servings	AM Snack	32	120.00	3,840.00		
	servings	Lunch	32	200.00	6,400.00		
	servings	PM Snack	32	120.00	3,840.00		
		DAY 2					
	servings	AM Snack	32	120.00	3,840.00		
	servings	Lunch	32	200.00	6,400.00		
	servings	PM Snack	32	120.00	3,840.00		
		BATCH 3					
		TENTATIVE DATE: SEPTEMBER 26-27, 2024					
		DAY 1					
	servings	AM Snack	29	120.00	3,480.00		
	servings	Lunch	29	200.00	5,800.00		
	servings	PM Snack	29	120.00	3,480.00		
		DAY 2					
	servings	AM Snack	29	120.00	3,480.00		
	servings	Lunch	29	200.00	5,800.00		
	servings	PM Snack	29	120.00	3,480.00		
OTHER REQUIREMENTS				COMPLIANCE			
				CAN COMPLY		CANNOT COMPLY	
		A. Food station must be manned by restaurant crew or personnel for Buffet Lunch and AM and PM snacks should be plated. In case the end user opts for packed Lunch and AM/PM Snacks, meals should be packed in properly sealed Paper Food Box / Paper Bowl and should be accompanied by disposable wooden cutlery/utensils and tissue.		✓			
		B. Buffet Lunch with three viands (2 meat/fish and one vegetable), soup, dessert, and a glass of healthy or natural fruit infused drinks; AM and PM snacks are preferably healthy or indigenous with glass of coconut water or natural fruit infused drinks. Portioning of meals are as follows: a. For meals : 1 cup of rice, 1 serving of vegetable, 2 serving of meat/fish b. For snacks: (per piece:e.g.1 bowl of ginataan, 2pcs of suman with a slice of mango) Note: creamer, sugar and the like are preferred to be in a canister rather than in sachet to comply with green procurement. On the other hand, serving or portioning is based on appropriate and applicable standard measurement/servings.		✓			
		C. One buffet set-up for all meals. Meals should be served and available on time (Lunch:11:50AM-12:00PM and AM/PM snacks:10AM/3:00PM)		✓			
		D. Inclusive of free flowing coffee/lemon grass tea and mineral water. Coffee/tea must be served on an earlier time as set/scheduled by the end user.		✓			
		E. Service Provider shall be in charge of the collection of plates/containers/ utensils.		✓			
		F. The procuring entity reserves the right to cancel the contract or reduce the quantity of the goods for any justifiable reasons or for any circumstance beyond the procuring entity's control (i.e. force majeure, fortuitous events, etc).		✓			
		G. The winning bidder shall be notified by the end user at least three (3) calendar days prior to the conduct of activities. The place of delivery of the goods / services is within PARACELIS, MOUNTAIN PROVINCE.		✓			

	H. Service Provider must have Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon payment on the account.	✓	
		TOTAL	81,840.00
(Amount in words)	Eighty-One Thousand Eight Hundred Forty Pesos Only		

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 on the undelivered item/s.

Conforme:

Very truly yours,

_____	_____
(Signature over Printed Name)	Date
_____	_____
Bank Account Name	Bank Account Number
_____	_____
TIN Number *please tick tax type	Date of BIR Registration
[] vat	
[] non-vat	

MARIA A. CATBAGAN-APLATEN, PhD
Signature over Printed Name of Authorized Official
Director IV, Regional Director
Designation

Fund Cluster: <u>CME CONTRA CO / CME CURRENT</u>	ORS/ BURS No. : <u>2024-08-017SS / 2024-08-12932</u>
Funds Available: <u>81,840</u>	Date of the ORS/ BURS: <u>AUGUST 12, 2024</u>
WILBOURN B. BACOLONG & ACCOUNTANT III	Amount: <u>81,840.00</u>

MMAWA/BELLE

PURCHASE ORDER

Department of Social Welfare and Development
Cordillera Administrative Office

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Address	PARACELIS MOUNTAIN PROVINCE	Date	08-Aug-24
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		E. Service Provider shall be in charge of the collection of plates/containers/ utensils.			✓	
		F. The procuring entity reserves the right to cancel the contract or reduce the quantity of the goods for any justifiable reasons or for any circumstance beyond the procuring entity's control (i.e. force majeure, fortuitous events, etc)			✓	
		G. The winning bidder shall be notified by the end user at least three (3) calendar days prior to the conduct of activities. The place of delivery of the goods / services is within PARACELIS, MOUNTAIN PROVINCE.			✓	

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Conforme

Very truly yours

Digitally signed by Maria A. Catbagan-Aplaten
Date: 2024.08.15 12:26:08 +08'00'

MARIA A. CATBAGAN-APLATEN PhD
Signature over Printed Name of Authorized Official
Director IV, Regional Director
Designation

SHANE L. LAPON

August 20, 2024
Date

(Signature over Printed Name)
SHANE LIWAG LAPON
RIT LAPON'S EVENT CATERING SERVICE

1361-2802-75
Bank Account Number

Bank Account Name
642-563-945

February 7, 2024
Date of BIR Registration

TIN Number **642-563-945**
*please tick tax type
 vat
 non vat

Fund Cluster: **CMP - July 00 / CMP - August**
Funds Available: **81,840.00**

ORS/ BURS No. **2024-08-08 / 2024-08-15**
Date of the ORS/ BURS: **AUG 15, 2024**
Amount: **81,840.00**

WILBOURN B. SACOLONG
ACCOUNTANT III

Commission on Audit
RECEIVED
20 AUG 2024
Date: _____ Time: _____

BIDS AND AWARDS COMMITTEE (BAC)

RESOLUTION No. 2024-08-827
RFQ 2024-07-711
PR 2024-07-473

WHEREAS, the Department of Social Welfare and Development-Cordillera Administrative Region (DSWD-CAR) has appropriations for procurement of the project, **CATERING SERVICES FOR THE CAPABILITY BUILDING ON THE INSTITUTIONALIZATION AND REPLICATION OF PROTECTEEN PROJECT FOR THE MUNICIPALITY OF PARACELIS, MOUNTAIN PROVINCE** with an Approved Budget for the Contract (ABC) amounting to **NINETY-THREE THOUSAND PESOS ONLY (P93,000.00)** and within Annual Procurement Plan (APP) 2024 through Negotiated Procurement under **SMALL VALUE PROCUREMENT (NP-SVP)**;

WHEREAS, on the **23rd day of July 2024**, Request for Quotations (RFQ) were endorsed for floating to eligible suppliers;

WHEREAS, on the **29th day of July 2024 at 12:00NN**, was the set deadline for the submission of quotation;

WHEREAS, upon opening of the Request for Quotations on the **29th day of July 2024**, findings were listed on Annex A and was subject for post-qualification;

WHEREAS, upon evaluation of the post-qualification report, by the Bids and Awards Committee (BAC), on the **1st day of August 2024**, the lowest bidder **RM LAPON'S EVENT CATERING SERVICES**, was found compliant and responsive as to the technical requirements of the project. Moreover, the supplier confirmed over the phone call that they can accommodate 32 pax for the venue located at RM Lapon's Residences;

WHEREAS, the Bids and Awards Committee declared the bidder, **RM LAPON'S EVENT CATERING SERVICES**, as the lowest calculated and responsive quotation;

NOW, THEREFORE, foregoing premises considered, We, the Members of the Bids and Awards Committee, hereby **RESOLVED** as it is hereby resolved to declare **RM LAPON'S EVENT CATERING SERVICES**, as the **LOWEST CALCULATED RESPONSIVE QUOTATION** and recommend to the Regional Director the award of contract amounting to **EIGHTY-ONE THOUSAND EIGHT HUNDRED FORTY PESOS ONLY (P81, 840.00)** inclusive of all applicable taxes and fees for the project, **CATERING SERVICES FOR THE CAPABILITY BUILDING ON THE INSTITUTIONALIZATION AND REPLICATION OF PROTECTEEN PROJECT FOR THE MUNICIPALITY OF PARACELIS, MOUNTAIN PROVINCE**, for approval of the Head of Procuring Entity

Issued this **1st day of August 2024** at the **DSWD-CAR, 40 North Drive, Baguio City**.


BRENDA CONSOLACION
PDO III, STU
Provisional Member (End-User)


MERCHIE A. LABUGUEN
SWA, CBS
Provisional Member (Tech. Expert)


NORIE C. CASTAÑEDA
SAD, OIC Chief-FMD
Vice Chairperson


ATTY. LAIRD DIONEL N. URBANOZO
ATTY. III, Legal Unit
Regular Member


RINA CLAIRE L. REYES
CAO, OIC ARD for Administration
Chairperson

Approved Disapproved


MARIA A. CATBAGAN-APLATEN, PhD
Director IV, Regional Director
(per **Special Order No. 1763, Series of 2024**)
Authorized Representative/Head of the Procuring Entity