

PURCHASE ORDER

Department of Social Welfare and Development
Cordillera Administrative Office

Supplier	ANETTE BATALLA CATERING SERVICES	Purchase Order No.	2025-05-296
Address	Ableg, Daguloman, Abra	Date	23-May-26
		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
		CATERING SERVICES FOR KALAHI-CIDSS PAMANA IDCBA's FOR THE MUNICIPALITY OF DAGUIOMAN, ABRA CY 2025			
1		Procurement Training			
		TENTATIVE DATE: June 2025			
	serving	AM Snack	63	70.00	4,410.00
	serving	Lunch	63	140.00	8,820.00
	serving	PM Snack	63	70.00	4,410.00
		Sub-Total			17,640.00
2		Pre-implementation Workshop			
		TENTATIVE DATE: June 2025			
	serving	AM Snack	95	70.00	6,650.00
	serving	Lunch	95	140.00	13,300.00
	serving	PM Snack	95	70.00	6,650.00
		Sub-Total			26,600.00
3		Community Finance Training			
		TENTATIVE DATE: June 2025			
	serving	AM Snack	63	70.00	4,410.00
	serving	Lunch	63	140.00	8,820.00
	serving	PM Snack	63	70.00	4,410.00
		Sub-Total			17,640.00
4		Audit and Inventory Training			
		TENTATIVE DATE: June 2025			
	serving	AM Snack	63	70.00	4,410.00
	serving	Lunch	63	140.00	8,820.00
	serving	PM Snack	63	70.00	4,410.00
		Sub-Total			17,640.00
5		Grievance Redress System Training			
		TENTATIVE DATE: June 2025			
	serving	AM Snack	36	70.00	2,520.00
	serving	Lunch	36	140.00	5,040.00
	serving	PM Snack	36	70.00	2,520.00
		Sub-Total			10,080.00
6		Operation and Maintenance Training			
		TENTATIVE DATE: August 26, 2025			
	serving	AM Snack	39	70.00	2,730.00
	serving	Lunch	39	140.00	5,460.00
	serving	PM Snack	39	70.00	2,730.00
		Sub-Total			10,920.00
7		Municipal Fiduciary Workshop			
		TENTATIVE DATE: October 6, 2025			
	serving	AM Snack	55	70.00	3,850.00
	serving	Lunch	55	140.00	7,700.00
	serving	PM Snack	55	70.00	3,850.00
		Sub-Total			15,400.00
		OTHER REQUIREMENTS		COMPLIANCE	
		<p>A. Food station must be manned by restaurant crew or personnel for Buffet Lunch and AM and PM snacks should be plated.</p> <p>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.</p>			✓

OTHER REQUIREMENTS		COMPLIANCE
B. Buffet lunch with two viands (one 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, 1 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 DAGUIOMAN, ABRA.		✓
H. Service Provider must have Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon payment on the account.		✓
PAYMENT SHALL BE MADE EVERY AFTER CONDUCT OF ACTIVITY AND THRU LANDBANK OF THE PHILIPPINES		
		TOTAL 115,920.00
(Amount in words)	One Hundred Fifteen Thousand Nine Hundred Twenty 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,

ANETTE C. RATAUA
(Signature over Printed Name)
Anette Rataua Catering Services
Bank Account Name
3260-372-758 001
TIN Number *please tick tax type
☐ vat
☒ non-vat

JUNE 4, 2025
Date
0054 8049 8993
Bank Account Number
OCT. 4, 2022
Date of BIR Registration

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

Fund Cluster: <u>01 CME Current</u>	ORS/ BURS No. : <u>02-10/11/2025-05-07662</u>
Funds Available: <u>115,920.00</u>	Date of the ORS/ BURS: <u>May 20, 2025</u>
<u>WILBOURN B. BACOLONG</u> ACCOUNTANT III	Amount: <u>115,920.00</u>

Commission on Audit
RECEIVED
04 JUN 2025
Date: _____ Time: _____

Procurement Section
RECEIVED
30 MAY 2025
Date: _____ Time: 5:45

BIDS AND AWARDS COMMITTEE (BAC)

Resolution No. 2025-05-379

**BAC RESOLUTION DECLARING LOWEST CALCULATED RESPONSIVE QUOTATION
AND RECOMMENDING AWARD**

RFQ NO. 2025-04-384

PP/PR NO. 2025-04-402

WHEREAS, the Department of Social Welfare and Development-Cordillera Administrative Region (DSWD-CAR) has appropriations for procurement of the project, **CATERING SERVICES FOR KALAHICIDSS PAMANA IDCBA's FOR THE MUNICIPALITY OF DAGUIOMAN, ABRA CY 2025**, with an Approved Budget for the Contract (ABC) amounting to **One Hundred Twenty Thousand Sixty Pesos Only (P120,060.00)**;

WHEREAS, in consonance with the Republic Act 9184 and its Implementing Rules and Regulations, a Project Procurement Management Plan (PPMP) which has been consolidated into the Annual Procurement Plan (APP) is in order for the programs, activities and projects for Calendar Year 2025;

WHEREAS, Republic Act 9184, otherwise known as the Government Procurement Reform Act, in its Implementing Rules and Regulations under Section 10, provides that "all procurement shall be done through competitive bidding, except as provided in Rule XVI";

WHEREAS, Section 48.1 of the IRR of the above cited act stipulates that "[s]ubject to prior approval of the Head of Procuring entity and whenever justified by the conditions provided in this Act, the procuring entity may, in order to promote economy and efficiency may resort to any of the alternative mode of procurement" and **Negotiated Procurement – 53.9 – Small Value Procurement** was the identified mode of procurement that was applicable on this procurement at hand;

WHEREAS, the Bids and Awards Committee (BAC) through the BAC Secretariat advertised the Request for Quotations (RFQ) at the DSWD-CAR website, Philippine Government Electronic Procurement System (PhilGEPS), and the Procuring Entity's Social Media Account, posted at the DSWD-CAR Bulletin Board located at the main entrance of the Field Office, and were endorsed for floating to eligible suppliers/service providers from **28 April 2025 to 02 May 2025 at 12:00 NN**;

WHEREAS, upon opening of the Request for Quotations on the **5th day of May 2025**, summary of details was listed below:

NAME OF BIDDER	AS READ (IN PHP)	AS CALCULATED (IN PHP)	REMARKS
ANETTE BATALLA CATERING SERVICES	115,920.00	115,920.00	WITHIN ABC
QUELLYN'S CATERING SERVICES	117,990.00	117,990.00	WITHIN <i>g</i> ABC
JEN'S KITCHENETTE	N/A	N/A	NO QUOTATION

WHEREAS, upon evaluation by the Bids and Awards Committee (BAC), the bid submitted by **ANETTE BATALLA CATERING SERVICES** was initially found to be the Lowest Calculated Quotation (LCQ). However, upon further assessment, the said supplier/service provider was found to be non-compliant with certain technical requirements of the project. To verify and address this concern, the BAC recommended the conduct of Post-Qualification to ascertain the bidder's compliance;

WHEREAS, on the **8th day of May 2025**, the Post-Qualification Report was presented to the BAC. The report confirmed that the initial issues of non-compliance raised during the earlier assessment had been satisfactorily addressed. **ANETTE BATALLA CATERING SERVICES** was found to be fully compliant

with the required technical specifications, as well as all other documentary and legal requirements of the project. Furthermore, upon verification with the supplier, **ANETTE BATALLA CATERING SERVICES** voluntarily offered a deduction on the service charge, Thus, the bidder was determined to be legally, technically, and financially **compliant**, and therefore considered **responsive**;

WHEREAS, the BAC deliberated the result of post-qualification and found merit to the findings and unanimously declared, **ANETTE BATALLA CATERING SERVICES** as the **Lowest Calculated Responsive Quotation (LCRQ)** upon determination that the bidder has passed all the criteria for post-qualification. With this, an Omnibus Sworn Statement (OSS) is required prior to issuance of award to the winning bidder;

WHEREAS, on **16th day of May 2025** an Omnibus Sworn Statement was submitted by **ANETTE BATALLA CATERING SERVICES**;

NOW, THEREFORE, in view of the foregoing premises, We, the Members of the Bids and Awards Committee, hereby **RESOLVE** as it is hereby resolved to:


- Declare the bid of **ANETTE BATALLA CATERING SERVICES** as the **Lowest Calculated Responsive Quotation** for the project, **CATERING SERVICES FOR KALAH-CIDSS PAMANA IDCBAs FOR THE MUNICIPALITY OF DAGUIOMAN, ABRA CY 2025**, with contract cost amounting to **One Hundred Fifteen Thousand Nine Hundred Twenty Pesos (P115,920.00)** inclusive of all applicable taxes and fees;
- Recommend to the Head of the Procuring Entity (HOPE) the award of contract to **ANETTE BATALLA CATERING SERVICES**; and
- For approval of the HOPE;


Resolved at DSWD-CAR, Baguio City, Philippines this **16th day of May 2025**.

BIDS AND AWARDS COMMITTEE


IRENE S. PONGAS
TS IV / KALAH-CIDSS
Provisional Member (End User)



DAZON B. HANGDAAN
TS I / TAAORSS
Provisional Member (Expert)


CONCEPCION E. NAVALES
Alternate Regular Member
Regular Member


RINA CLAIRE L. REYES
CAO / HRMDD
Vice Chairperson


ENRIQUE H. GASCON JR.
DIR-III / OARDA
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

MMAWA/RhosellePS