

# PURCHASE ORDER

Department of Social Welfare and Development  
Cordillera Administrative Office

<b>Supplier</b>		<b>TITA MEL'S EATERY</b>		<b>Purchase Order No.</b>		<b>2026-01-050</b>	
<b>Address</b>		<b>97 LOWER ENGINEER'S HILL BAGUIO CITY</b>		<b>Date</b>		<b>22-Jan-26</b>	
				<b>Mode of Procurement</b>		<b>SVP</b>	
Please furnish this office the following articles subject to the terms and conditions herein.							
<b>Place of Delivery</b>		AS INDICATED		<b>Delivery Term:</b>		Per Schedule	
<b>Date of Delivery</b>		AS INDICATED		<b>Payment Term:</b>		Charge	
ITEM NO.	Unit	Description	QTY	Unit Cost	Total Cost		
<b>CATERING SERVICES FOR THE ADMINISTRATIVE DIVISION LEARNING CONVERSATION-1ST QUARTER, FINANCIAL MANAGEMENT DIVISION LEARNING CONVERSATION-1ST QUARTER, HUMAN RESOURCE MANAGEMENT &amp; DEVELOPMENT DIVISION LEARNING CONVERSATION-1ST QUARTER, OFFICE OF THE REGIONAL DIRECTOR LEARNING CONVERSATION-1ST QUARTER, POLICY AND PLANS DIVISION LEARNING CONVERSATION-1ST QUARTER, ADMINISTRATIVE CLUSTER LEARNING CONVERSATION-1ST QUARTER AND OPERATIONS CLUSTER LEARNING CONVERSATION-1ST QUARTER</b>							
1		<b>ADMINISTRATIVE DIVISION LEARNING CONVERSATION - 1ST QUARTER</b> TENTATIVE DATE: March 24, 2026					
	servings	AM Snacks	60	150.00	9,000.00		
	servings	Lunch	60	250.00	15,000.00		
	servings	PM Snacks	60	150.00	9,000.00		
<b>SUBTOTAL</b>						<b>33,000.00</b>	
2		<b>FINANCIAL MANAGEMENT DIVISION LEARNING CONVERSATION - 1ST QUARTER</b> TENTATIVE DATE: March 19, 2026					
	servings	AM Snacks	76	150.00	11,400.00		
	servings	Lunch	76	250.00	19,000.00		
	servings	PM Snacks	76	150.00	11,400.00		
<b>SUBTOTAL</b>						<b>41,800.00</b>	
3		<b>HUMAN RESOURCE MANAGEMENT &amp; DEVELOPMENT DIVISION LEARNING CONVERSATION - 1ST QUARTER</b> TENTATIVE DATE: March 12, 2026					
	servings	AM Snacks					
	servings	Lunch					
	servings	PM Snacks					
<b>SUBTOTAL</b>						<b>19,800.00</b>	
4		<b>OFFICE OF THE REGIONAL DIRECTOR LEARNING CONVERSATION - 1ST QUARTER</b> TENTATIVE DATE: March 17, 2026					
	servings	AM Snacks					
	servings	Lunch					
	servings	PM Snacks					
<b>SUBTOTAL</b>						<b>7,500.00</b>	
5		<b>POLICY AND PLANS DIVISION LEARNING CONVERSATION - 1ST QUARTER</b> TENTATIVE DATE: March 26, 2026					
	servings	AM Snacks					
	servings	Lunch					
	servings	PM Snacks					
<b>SUBTOTAL</b>						<b>12,500.00</b>	
6		<b>ADMINISTRATIVE CLUSTER LEARNING CONVERSATION - 1ST QUARTER</b> TENTATIVE DATE: March 26, 2026					
	servings	AM Snacks	10	150.00	1,500.00		
	servings	Lunch	10	250.00	2,500.00		
	servings	PM Snacks	10	150.00	1,500.00		
<b>SUBTOTAL</b>						<b>5,500.00</b>	
7		<b>OPERATIONS CLUSTER LEARNING CONVERSATION - 1ST QUARTER</b> TENTATIVE DATE: March 11, 2026					
	servings	AM Snacks	36	150.00	5,400.00		

187,850.00

PPD - March 25, 2026  
 FMD - March 19, 2026  
 HRMDD - March 12, 2026  
 OAD - March 17, 2026  
 Admin cluster - March 26, 2026  
 Operation cluster - March 11, 2026  
 Administrative Div. - March 24, 2026

2025-01-0360

	servings	Lunch	36	250.00	9,000.00
	servings	PM Snacks	36	150.00	5,400.00
			<b>SUBTOTAL</b>		<b>19,800.00</b>
		<b>OTHER REQUIREMENTS</b>		<b>COMPLIANCE</b>	
				<b>CAN COMPLY</b>	<b>CANNOT COMPLY</b>
		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 cutleries/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 brewed 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. In case that the number of pax for the issued Purchase Order is 15 pax and below, the terms are as follows: 1. The meals to be delivered should be packed and drinks will either be bottled juice or juice in tetra pack; 2. Free flowing coffee is waived for an issued Purchase Order with 15 pax and below. 3. Garbage collection for issued Purchase Order with 15 pax and below, will be the responsibility of the end user.		/	
		G.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).		/	
		H. 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 BAGUIO CITY.		/	
		I. Service Provider must have Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon payment on the account.		/	
		<b>PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES</b>			
				<b>TOTAL</b>	<b>158,950.00</b>
	<b>(Amount in words)</b>	<b>One Hundred Fifty Eight Thousand Nine Hundred Fifty Pesos Only</b>			

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:

Maria A. Villaman  
(Signature over Printed Name)  
Archie N. Villaman  
Bank Account Name  
283-568-800-0000  
TIN Number \*please tick tax type  
 vat  
 non-vat

Feb 10, 2026  
Date  
2209 1002 4723  
Bank Account Number  
01 14, 2009  
Date of BIR Registration

Very truly yours,

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

**Commission on Audit**  
**RECEIVED**  
**10 FEB 2026**  
Date: \_\_\_\_\_ Time: \_\_\_\_\_

Fund Cluster: 01 CURRENT PRF  
Funds Available: 158,950.00

**WILBOURN B. BACOLONG**  
ACCOUNTANT III

ORS/ BURS No. : 07-10101F 2026-07-01 01672  
Date of the ORS/ BURS: FEB 02 2026  
Amount: 158,950.00

**Procurement Section**  
**RECEIVED**  
**09 FEB 2026**  
Date: \_\_\_\_\_ Time: 1:09

**BIDS AND AWARDS COMMITTEE (BAC)**  
**Resolution No. 2025-11-904**

**BAC RESOLUTION DECLARING LOWEST CALCULATED RESPONSIVE  
QUOTATION AND RECOMMENDING AWARD**  
RFQ NO. 2025-10-035(EPA)  
PP/PR NO. 2025-09-036(2026 NEP)

**WHEREAS**, the Department of Social Welfare and Development-Cordillera Administrative Region (DSWD-CAR) has approved budget under the National Expenditure Program (NEP) 2026 for procurement of the project **CATERING SERVICES FOR THE ADMINISTRATIVE DIVISION LEARNING CONVERSATION-1ST QUARTER, FINANCIAL MANAGEMENT DIVISION LEARNING CONVERSATION-1ST QUARTER, HUMAN RESOURCE MANAGEMENT & DEVELOPMENT DIVISION LEARNING CONVERSATION-1ST QUARTER, OFFICE OF THE REGIONAL DIRECTOR LEARNING CONVERSATION-1ST QUARTER, POLICY AND PLANS DIVISION LEARNING CONVERSATION-1ST QUARTER, ADMINISTRATIVE CLUSTER LEARNING CONVERSATION-1ST QUARTER AND OPERATIONS CLUSTER LEARNING CONVERSATION-1ST QUARTER**, with an Approved Budget for the Contract (ABC) amounting to **One Hundred Eighty-Seven Thousand Eight Hundred Fifty Pesos Only (P187,850.00)**;

**WHEREAS**, in consonance with the Republic Act 12009 and its Implementing Rules and Regulations, a Project Procurement Management Plan (PPMP), which has been consolidated into the Indicative Annual Procurement Plan (APP) for FY 2026, is in order for the programs, activities, and projects;

**WHEREAS**, Republic Act 12009, otherwise known as the New Government Procurement Act, in its Implementing Rules and Regulations under Section 26.1, provides that “the Procuring Entity shall adopt any of the modes of procurement consistent with the Fit-for-Purpose procurement approach”;

**WHEREAS**, Section 12.2 of the IRR of the above cited act stipulates that “the conduct of EPA shall be made only upon approval of the Indicative APP by the HoPE, and subject to the guidelines issued by the GPPB” and that the said project is included in the approved Indicative APP;

**WHEREAS**, Section 34.1(1) on **Small Value Procurement** states that “Small Value Procurement (SVP) is a mode of procurement whereby the Procuring Entity requests for the submission of at least three (3) price quotations for Goods not available in the PS-DBM, Infrastructure Projects, and Consulting Services”;

**WHEREAS**, Section 34.3(a) provides that “The End-User or Implementing Unit shall submit a request for SVP to the BAC. The request shall indicate the Technical Specifications, Scope of Work, Terms of Reference, as the case may be, ABC and other terms and conditions”;

**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 **29<sup>th</sup> day of October 2025 to 5<sup>th</sup> day of November 2025 at 12:00NN**;

**WHEREAS**, upon opening of the Request for Quotations on the **6<sup>th</sup> day of November 2025** summary of details was listed below:

NAME OF BIDDER	AS READ (IN PHP)	AS CALCULATED (IN PHP)	REMARKS
TITA MEL'S EATERY	158,950.00	158,950.00	WITHIN ABC
EMIL-DAD'S RESTAURANT	166,175.00	166,175.00	WITHIN ABC
SPICES AND SEASONINGS CATERING SERVICES	177,735.00	177,735.00	WITHIN ABC

**WHEREAS**, upon evaluation of the Bids and Awards Committee (BAC), the bid from **TITA MEL'S EATERY** emerged to be the lowest calculated bid. However, to ascertain the compliance of the said supplier/service provider, the BAC recommended the conduct of a post-qualification;

**WHEREAS**, on the **12<sup>th</sup> day of November 2025**, the Post-Qualification Report was represented to the BAC. The report states that **TITA MEL'S EATERY** can comply with the technical requirements for the project. With this, the said supplier/service provider was found to be legally, technically, and financially compliant, thus responsive;

**WHEREAS**, the BAC deliberated the result of post-qualification and found merit to the findings and unanimously declared, **TITA MEL'S EATERY** as the **Lowest Calculated Responsive Quotation (LCRQ)** upon determination that the bidder has passed all the criteria for post-qualification;

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


- Declare the bid of **TITA MEL'S EATERY** the **Lowest Calculated Responsive Quotation** for the project, **CATERING SERVICES FOR THE ADMINISTRATIVE DIVISION LEARNING CONVERSATION-1ST QUARTER, FINANCIAL MANAGEMENT DIVISION LEARNING CONVERSATION-1ST QUARTER, HUMAN RESOURCE MANAGEMENT & DEVELOPMENT DIVISION LEARNING CONVERSATION-1ST QUARTER, OFFICE OF THE REGIONAL DIRECTOR LEARNING CONVERSATION-1ST QUARTER, POLICY AND PLANS DIVISION LEARNING CONVERSATION-1ST QUARTER, ADMINISTRATIVE CLUSTER LEARNING CONVERSATION-1ST QUARTER AND OPERATIONS CLUSTER LEARNING CONVERSATION-1ST QUARTER** with contract cost amounting to **One Hundred Fifty-Eight Thousand Nine Hundred Fifty Pesos Only (P158,950.00)** inclusive of all applicable taxes and fees;


- Recommend to the Head of the Procuring Entity (HOPE) the award of contract to **TITA MEL'S EATERY**; and
- For approval of the HOPE;

**Resolved at DSWD-CAR, Baguio City, Philippines this 14<sup>th</sup> day of November 2025.**

**BIDS AND AWARDS COMMITTEE**

  
**JAMI B. MABILOG**  
 TSM / LDS  
 Provisional Member (End User)


  
**DAZON B. HANGDAAN**  
 Training Specialist I  
 Provisional Member (Expert)

  
**NORIE C. CASTAÑEDA**  
 SAO / FMD  
 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/esther