

PURCHASE ORDER

Department of Social Welfare and Development
Cordillera Administrative Office

Annex G-5

Supplier		MARIA ELENA'S CATERING SERVICES		Purchase Order No.		2021-02-025	
Address		41 AMBUCLAO RD., GIBRLATAR, BAGUIO CITY		Date		2/3/2021	
Gentlemen:				Mode of Procurement		SVP	
Please furnish this office the following articles subject to the terms and conditions herein.							
Place of Delivery				DSWD WAREHOUSE, SN Oriental Bldg., Puguis, La Trinidad, Benguet		Delivery Term: Complete	
Date of Delivery				AS SCHEDULED		Payment Term: Charge	
Stock/Property	Unit	Description	QTY	Unit Cost	Total Cost		
CATERING SERVICES FOR THE VOLUNTEERS IN THE DSWD WAREHOUSE							
	-serving	AM Snacks (15 pax x 120 days)	1,800	65.00	117,000.00		
	-serving	Lunch (15 pax x 120 days)	1,800	150.00	270,000.00		
	-serving	PM Snacks (15 pax x 120 days)	1,800	65.00	117,000.00		
OTHER REQUIREMENTS			COMPLIANCE				
		A. Food station must be manned by restaurant crew or personnel and meals and snacks should be individually packed using biodegradable packaging materials.	✓				
		B. Lunch served with the combination of three viands (2 meats/fish and 1 vegetable). AM and PM snacks are preferably indigenous or healthy snacks with a glass of coconut water or natural fruit infused juice. If indicated Menu is not available, please attach proposed menu with serving details to be concurred by the end-user Note: a) creamer, sugar, and the like are preferred to be in a canister rather than in sachet to comply with green procurement b.) Portioning or serving of meals is based on standard and applicable food measurement (e.g. bowl of bilo-bilo or 2 pcs of suman with 1 slice of riped mango)	✓				
		C. Inclusive of bottled mineral water	✓				
		D. Service Provider shall be in charge of the collection and disposal of plastic/plates/containers/ utensils.	✓				
		E. The place of delivery of the goods / services is within DSWD WAREHOUSE, SN ORIENTAL BLDG., PUGUIS, LA TRINIDAD, BENGUET.	✓				
		Note: If in case that catering will not be use on certain months for the reason that volunteers are not available or they were able to reach the target ahead of time, it will be used on the following months if there will be a typhoon and needed for emergency production.					
		Payment shall be made on a monthly basis based on the actual number of delivery and number of pax/servings.					
(Amount in words)					TOTAL		504,000.00
Five Hundred Four Thousand 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:

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


LEO L. QUINTILLA
 Signature over Printed Name of Authorized Official
OIC Regional Director
 Designation

Fund Cluster: <u>CME Current</u> Funds Available: _____ WILBOURN B. BACOLONG ACCOUNTANT III	ORS/ BURS No. : <u>21-02-00520</u> Date of the ORS/ BURS: <u>FEB 04 2021</u> Amount: <u>504,000.00</u>
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